

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

HUMAN SERVICES COMMITTEE

Erik Hoyer, Chair

Richard Schadewald, Vice Chair

Joan Brusky, Thomas De Wane, Aaron Linssen

HUMAN SERVICES COMMITTEE

Wednesday, March 29, 2017

5:30 p.m. (Tour @ 5pm)

Aging & Disability Resource Center

Meeting to be held in ADRC Dining Room

300 S. Adams St., Green Bay

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA

Please Note Location
(Parking Instructions Attached)

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of February 22, 2017.

Comments from the Public

Report from Human Services Chair, Erik Hoyer

1. Review Minutes of:
 - a. Aging & Disability Resource Center (January 26, 2017).
 - b. Board of Health (February 2, 2017).
 - c. Children with Disabilities Education Board (January 16 & February 27, 2017).
 - d. Mental Health Treatment Committee (February 15, 2017).
 - e. Veterans' Recognition Subcommittee (February 21, 2017).

Communications

2. Communication from Supervisor Hoyer re: Discuss contracting Rise Together to present in Brown County schools in an effort to help our youth avoid addiction and other devastating consequences of drug use.
January Motion: To hold until the March meeting.

Wind Turbine Update

3. Receive new information – Standing Item.

Human Services Department

4. Resolution re: Reclassification of a Clinical Social Worker Position in the Human Services – Community Treatment Center Table of Organization.
5. Resolution re: A Change in Table of Organization for the Human Services – Community Programs Department Clerk II Position.
6. Executive Director's Report.
7. Financial Report for Community Treatment Center and Community Programs.

8. Statistical Reports.
 - a. CTC Staff – Double Shifts Worked.
 - b. Monthly CTC Data - Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
 - c. Child Protection - Child Abuse/Neglect Report.
 - d. Monthly Contract Update.
9. Request for New Non-Continuous and Contract Providers and New Provider Contract.

Aging & Disability Resource Center

10. Resolution in Support of Retaining and Expanding Wisconsin's Aging and Disability Resource Centers' Dementia Care Specialist Program and Promoting the Work of the Dementia Friendly Coalition in Brown County.
11. Director's Report.

Health Department – No agenda items

Syble Hopp – No agenda items

Veterans Services – No agenda items

Other

12. Audit of bills.
13. Such other Matters as Authorized by Law.
14. Adjourn.

Erik Hoyer, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.



Please park in the ADRC parking lots or street parking indicated in red letters below. Use Pedestrian crossing for safely crossing the street.

These lots are for ADRC participants only and are periodically checked.

Parking Permits are available at the Front Desk in the Main Office.

ADRC Parking Map

300 S. Adams Street, Green Bay, WI 54301 920-448-4300



PROCEEDINGS OF THE BROWN COUNTY
HUMAN SERVICES COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Human Services Committee** was held on Wednesday, February 22, 2017 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Hoyer, Supervisor Brusky, Supervisor Schadewald, Supervisor De Wane, Supervisor Linssen
Also Present: CVSO Jerry Polus, Deputy Executive Jeff Flynt, Interim Director of Nursing Home Samantha Behling, Director of Community Programs Nancy Fennema, Interim Health Director Anna Destree, Director of Human Services Erik Pritzl, Health Department Office Manager Patti Zich, Hospital and Nursing Home Administrator Luke Schubert, Environmental/Lab Manager Rob Gollman, Supervisor Buckley, Supervisor Zima, Director of Administration Chad Weininger, Finance Manager Eric Johnson, Barbara Vanden Boogart, James Vanden Boogart, Katrina Catteruccia, Lois Mischler; other interested parties.

Audio of this meeting is available by contacting the County Board Office at (920) 448-4015

I. Call Meeting to Order.

The meeting was called to order by Chair Hoyer at 5:30 pm.

II. Approve/Modify Agenda.

The agenda was modified to take Item 9 following Item 1d and to take Items 4 & 6 together.

Motion made by Supervisor Schadewald, seconded by Supervisor De Wane to approve as amended. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of January 25, 2017.

Motion made by Supervisor De Wane, seconded by Supervisor Schadewald to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public: None.

Report from Human Services Chair, Erik Hoyer:

Hoyer recalled that at the last meeting there was a discussion regarding Veterans Services and ADRC attending Human Services meetings. He noted that CVSO Jerry Polus was in attendance at tonight's meeting. With regard to the ADRC, Hoyer informed there is currently some crucial staffing in terms of dementia care missing from the 2017 biennial budget and the ADRC would like to talk to the Committee about this. They are willing to host the next Human Services meeting at the ADRC which Hoyer said will give not only the opportunity for the Committee to interact with the ADRC but also the opportunity for the ADRC to address their concerns with regard to the biennial budget.

1. Review Minutes of:

- a. Aging & Disability Resource Center Board of Directors (December 8, 2016).
- b. Board of Health (November 15, 2016).
- c. Mental Health Ad Hoc Committee (January 18, 2017).
- d. Veterans' Recognition Subcommittee (January 17, 2016).

Motion made by Supervisor Schadewald, seconded by Supervisor Linssen to suspend the rules and take Items 1 a - d together. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to approve Items 1 a-d. Vote taken. MOTION CARRIED UNANIMOUSLY

Although shown in the proper format here, Item 9 was taken at this time.

Communications

- 2. Communication from Supervisor Hoyer re: Discussion of County role in supervised visitation program. Referred from February County Board.**

Hoyer said he submitted this communication because at the last meeting two different individuals representing different organizations asked to come to the meeting to present regarding programs overseeing visitations and he wanted to put this on as an opportunity for them to come back to have an open discussion. In addition, he wanted to get some insight from the Human Services Director as to what the County's role is on this, not only in terms of money, but also what sorts of existing programs the County has to cover these services.

Human Services Director Erik Pritzl said having a conversation here is a good idea. At this time there are two entities that have come forward to talk about providing supervised visitation services in Family Court situations. He feels it is important to talk about what is happening in Human Services in terms of supervised visitation for children related to child protection as well as talking about what is happening on the Family Court side in light of the fact that the services have ended. Pritzl also feels it is important to talk about the funding provided to Family Access Solutions (FAS) in 2016.

Pritzl said Human Services has an offsite visitation center that includes rooms and staff to support the supervised visitation needs of children and families involved with child protection. In 2016 they had 518 visits involving 38 families and 1,050 hours of service. By comparison, FAS had 609 visits in 2016 and 1,675 hours. Bringing this together would double the capacity. Pritzl said Human Services focuses on child protection and the Family Court aspect of this is outside the current scope of Human Services. He cannot say, however, that the families involved would not potentially cross to child protection if they did not have that service. He also said there would be the potential of non-custodial parents not having visits if they could not afford to pay someone to supervise a visit.

Pritzl continued that FAS was given \$60,000 last year to have operations in Brown County while they pursued sustainability and they provided monthly updates on their efforts including how many visits they provided. They were working on an Aurora grant for part of the year and did receive \$60,000 at the end of 2016, but that is only going to support Door County operations; none of it will be supporting Brown County operations and FAS ended services in Brown County at the end of January.

The Human Services Department, with its current configuration, would not be able to pick up all of the services that were being provided by FAS unless there is a staff investment. Another discussion would be if this is really the role of the Human Services Department or if it should fall under Family Court. Hoyer asked if the cessation was the grant decision or the decision of the agency. Pritzl said it was the agency. He asked Help of Door County about this and it is his understanding that they worked with the funding agency and made sure that they understood that they were going to stop providing service in Brown County.

Supervisor Zima said he was involved in helping to keep the program going last year with the \$60,000 contribution. This year the agency that was serving both Door and Brown County decided they needed all of the money for their Door County program because they had cutbacks in their budget. The grant that was supposed to be providing services to Brown County and Door County evaporated. Zima continued that the service has to be provided one way or another and asked Pritzl what it would cost the County to expand enough to provide some of these services. He also asked if there would be any funds available to contract with someone to provide these services. He recalled that the County Board felt it was a good program a year ago and he does not feel anything has changed. Pritzl responded that he would like to go back to staff on this for more information. He does not think all of the people FAS or Help of Door County serve would be unable to pay for services; the organizations were not able to charge people for their services because of the grant

111

status. If the Committee wishes him to get the information Zima requested, he can go back to staff to get it. He did say that Human Services benefits indirectly from this because there are probably families that do not end up in Child Protective Services because of the services provided, but he feels that in general this is more of a Family Court service.

Zima asked what the costs are when a child comes into Child Protective Services. Pritzl responded that the screenings and referrals take 2 – 3 hours of work. He said that typically if families are not getting supervised visits they could make allegations against each other because there is no other party to see what is going on and this could bring some volume to Child Protective Services. Zima feels these visits could be done on a sliding scale based on the participants' ability to pay. He asked if County staff could provide some of the administrative services for this. Pritzl reiterated that this subject really is blended between Human Services and Family Court and part of the discussion would have to be if a supervisor would have to be added to supervise additional staff. Schadewald said it seems Zima is asking for options and he would like to see Pritzl gather information and come back to the March meeting with an update.

Supervisor Linssen asked if what Human Services provides for supervised visits is the same as what the other agency provides. Pritzl said he has not witnessed both, but the Human Services visits provide active supervision and coaching. Zima noted that what Human Services provides is relatively similar to what FAS provides and asked how many people in Human Services are involved in the visitations. Pritzl said the people who do the supervised visitations also have other duties. Director of Community Programs Nancy Fennema informed that currently for the visitation program there is one person that oversees it, but this is only a portion of her responsibilities. There are also about 6 – 8 people that rotate to oversee the visits throughout the day and evening hours.

Zima said if the 1,050 hours Pritzl referenced earlier is divided over 8 employees that would amount to about a half-time position. The wages for an employee who provides visits would be somewhere between \$13.57 - \$20.35 according to Pritzl. Hoyer feels at this time the Committee should hear from interested parties and then tie the conversation back together. Zima feels the Committee needs to be a little pre-emptive and decide if this is something that is worthwhile and should be recommended to the County Board. If it is, then there needs to be some numbers that could be recommended, subject to referral back if the information cannot be put together by the County Board meeting. Zima said if the Committee feels the program is worthwhile, they should expedite a recommendation to the Board as soon as possible as the services have terminated, although some services are still being provided on a voluntary basis. He does not feel the County needs to fund the whole thing, but feels the County needs to step in to try to fill the gap to some extent. It would not be too hard to figure out how much money would be needed to get some help to the program.

Pritzl informed that the amount of money for this is a little difficult to estimate. He can look internally at what it will cost, but wanted to point out that he has received some very different estimates. HELP of Door County originally had a budget of \$98,000 for this service in Brown County. Other groups that have come forward have quoted a rough budget of \$120,000 and he feels that numbers from internal staff will also be different. A swing of \$20,000 makes Pritzl wonder how the numbers were arrived at. He also reiterated that there needs to be a discussion of the County's role in supervised visitation and how much time in Human Services should be invested or if it is more a function of Family Court.

Schadewald asked how supervised visits are handled in other counties and noted there may be programs or grants that we do not know about and these are things that should be explored. There are many good programs, but he does not want to be so reactive to lose perspective. At this time he is primarily interested in exploring options. Pritzl said that in a county this size of Brown County, typically you would see some sort of Family Court program which would include things like mediation, placement services, supervised visitation and parent education. He can speak to Dane County because he worked there and all of those services fell under a Family Court program. He said by statute someone gets appointed to this who meets the training requirements and at one time in Brown County the Human Services Director was appointed to fulfill that role, but that stopped when there were transitions in directors.

///

Linssen said whether the services are provided under Human Services or Family Court, the funding would come from the County. Pritzl said in one county he worked in, services were funded by fees assessed to the participants of the program and there was also funding from marriage licenses and divorces. Linssen feels it is important to figure out if these services should fall under Human Services which falls under this Committee or Family Court which falls under the Public Safety Committee. Zima recalled that last year this started at the Public Safety Committee and he feels the first determination that needs to be made is whether there is an interest in continuing the service. He added that he attended a meeting last year with the Oneida Tribe and the Oneidas were willing to participate and give some money and he feels perhaps more money could come from them through the service agreement they make with Brown County.

Motion made by Supervisor Schadewald, seconded by Supervisor De Wane to suspend the rules to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY

-Katrina Catteruccia, 2812 Viking Drive, Unit 3C, Green Bay, WI

Catteruccia attended the last meeting with information regarding the FAS program. She has met with Erik Pritzl, Troy Streckenbach, representatives of Oneida and many attorneys. At this time Oneida has given a firm commitment as to a percentage and they have also offered a building for the new program to go into. Catteruccia was the coordinator of the FAS program in Door County and she will bring all of her information and experience to Brown County and she also has two staff members on board. They are still doing as many visitations as they can out in the community within safety regulations but there are a lot of families they cannot help without an off-site building. Catteruccia said they are currently doing the visitations pro bono because she gave her word to Oneida and Brown County that she would continue on with as many families as she can safely do until there is a resolution. She believes in what the program does and feels it is an essential service to the community. Catteruccia understands what Human Services does, but says that the two roles are completely different. The cases that FAS handle deal with divorces, restraining orders, criminal matters, etc. They have cases where the parents have zero communication and cannot even be in the same building. FAS is the middle man in these situations. They get the cases, they intake them and figure out a schedule that works to eliminate the conflict. Schadewald asked if the FAS program and Human Services program serve the same people. Catteruccia responded that in the CHIPs actions in Human Services, the child is the focus. FAS focuses on the child as well, but they also focus on the protection of the parents so they are working with all three parties.

Linssen asked how people come into the FAS program and if they pay a fee to use the program. Catteruccia explained that they come via court order and in the past there has not been a fee to the parents, but moving forward, she has developed a fee structure that she feels would work. She has talked to a lot of parents to see where they are at and based on those conversations, she has come up with a fee structure where every service would have an associated fee, and then parents would pay based on their ability. Linssen asked if this should fall under the Clerk of Courts since the judges are ordering people to use the services and therefore it is a judicial thing, not a Human Services thing. Catteruccia said there are a lot of players, including the judges and the DOC and she also feels that there are children in the program who would turn into CHIPs cases without the services of FAS.

Linssen asked what the benefit would be to having the services provided by FAS as an independent contractor, versus being part of the government role. Catteruccia responded that if the County would want to do what FAS does, the training expenses would be very large for the specialty of services they provide. They do not babysit and they do not parent, but they do work to make the conflicts go down. Linssen asked if there is an organizational benefit having an independent group providing these services versus a government employee with the same qualifications. Catteruccia feels the benefit of an outside agency doing this is that it is neutral and not part of the system and noted that FAS does not have any say in court orders or anything like that. The neutrality is important and Catteruccia said she can also provide the services with fewer employees.

Linssen said cost will be one of the factors in making a decision on this but he is also wondering if there are non-financial benefits to using a third party. Schadewald asked Catteruccia if this is her full-time job. She responded that it is and they have been running with 2 full-time employees and 2 part-time employees. She

///

noted they serve not only Brown County, but a number of surrounding counties as well. Linssen asked why she has not been charging fees if the courts are still ordering these services. She responded that Help of Door County absorbed a lot of costs through other grants that were not in the bottom budget line for Brown County. The administration of Help of Door County did all the administration functions and community relations events. Those funds are not seen in the FAS budget, because they are mixed into the bigger picture of the agency. Linssen asked why Catteruccia has not independently been charging her services since the funding ended. She responded that she gave her word to Brown County and Oneida that she would assist with the transition with the goal of making the transition a little speedier. Catteruccia had a breakdown of numbers with her and said that 70% of services came out of Brown County and 27% came out of Oneida, but Oneida is willing to raise that to 30% plus provide the building. The anticipated monthly cost to run the program would be \$11,000 on the high end. That includes legal fees, accounting and payroll. The initial cost would be about \$19,000 and she noted that almost everything in the former facility were her personal belongings so there will not be a lot of things they need. The bottom line to finish off the year would be about \$100,000. Linssen asked if those numbers take into consideration any fees charged to the end users and Catteruccia responded that it did not, but she feels some parents would offset this and roll over. Schadewald mentioned the \$60,000 that was given to FAS last year, and Catteruccia said her opinion is that that money could have gone a lot further than it did.

Linssen would like to see all of this in writing and asked that any proposal include the potential different levels of user fees. He said the Committee and the Board needs to look at the amount they would be paying, but also what the experience is going to be for the people using the service. Schadewald noted there needs to be a 2/3 vote of the County Board to get funds from the general fund, so the figures need to be rock solid.

Supervisor Buckley asked where the \$60,000 went that was given to FAS last year and it was noted that those funds were to complete last year. Buckley asked Catteruccia who she is currently operating as and she said there is no operation right now. Buckley is concerned about liability if the County is sending people to the program and she is operating under her own umbrella but Catteruccia said the courts are no longer sending people to FAS. Buckley reiterated that there may be County liability if she is continuing to provide services when she is not under any organization. Pritzl said he met with one of the judges earlier in the week and he was advised that the judges are not currently ordering FAS. They can still order supervised visitations, but it would have to be handled by someone like a relative or a friend. Once the court received the letter that the services would be ending, they stopped ordering people to the program.

Catteruccia said when Family Court orders supervised visitation the parties have the option to use a neutral third party like an aunt or uncle, grandparent or good friend. But most of those times, the neutral party is not really neutral and the child becomes torn. Using FAS brings in a truly neutral party and she would like to continue offering this service to the community. Linssen said in his experience, when the court orders something, like mediation, they expect the parties themselves to pick up the costs for those things, even though they are being ordered by the court and asked why that is not the case in this situation. Catteruccia said that in the past they were operating under grants and were therefore prohibited from charging fees.

Buckley said in this particular case, the service is not grant funded and if it is something the County chooses take on, it would have to be done through the RFP process. Linssen said the question seems to be whether the County decides to do this in-house or whether it goes out for RFP. Catteruccia said that the intention would not be for them to come to the County for funding every year. The intention would be for them to immediately apply for nonprofit status so as soon as that would kick in, they could start applying for grants. She noted that Oneida has offered their grant writers to assist. She would file for the nonprofit status as soon as there is a firm agreement for services. They are looking to get something going and get it on firm standing and then get the nonprofit standing and go from there. Linssen urged Catteruccia not to look at this from the standpoint of becoming a contractor with the County funding startup costs. He knows what she is doing and it is good, but ultimately it seems like that is what she is asking if she has not started applying for grants and things like that.

Motion made by Supervisor De Wane, seconded by Supervisor Schadewald to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY

///

Supervisor De Wane feels this is a worthwhile program and recalled that the County gave money towards the program last year. It seems that now Catteruccia is asking the County to get something going for 2017 but the County still needs to decide if we are going to contract this service out or have it done in-house instead. Linssen added that another question that needs to be explored and answered is if these services should be a function of Human Services or whether it should be a function of the Court.

Zima was somewhat taken aback by the presentation and feels that these services could be provided in-house for less money than was mentioned in the presentation. He said a full-time position in-house would not cost the \$128,000 that Catteruccia said the services would cost. Zima feels we need to start filling the gap for these visitation services and unless someone comes back with a more economical approach, the County should move forward with getting these services provided in-house as quickly as possible and then, during the course of the year, we could look into doing an RFP. He thinks the Committee should make a decision to recommend to the County Board that we do this in-house until some time that we see something that may be more beneficial to the County. He feels the County could fulfill this obligation in the area of \$60,000 - \$70,000 per year.

Hoyer said he appreciates Zima's enthusiasm for the services, but feels we do not have the infrastructure or information to make a decision tonight. He understands that Zima feels this is very important and does not want this to be dropped, but does not feel we are in a position to make a decision right now.

Motion made by Supervisor Schadewald, seconded by Supervisor Linssen to direct Human Services to evaluate the need for the program and provide figures as to what it would cost to provide the services in-house, determine what vendors would be able to contact these services and look into the appropriateness of Human Services handling these services. Vote taken. MOTION CARRIED UNANIMOUSLY

3. **Communication from Supervisor Schadewald re: Request that the committees examine the feasibility and cost of building a combined Human Services and Health Dept. building on the east side county property. I believe this would be potentially the most cost-effective means to reduce our footprint, maintenance and energy costs. *Referred from February County Board.***

Schadewald said there will be some carryover money going through Planning, Development and Transportation Committee for the move of the Health Department. There have been some numbers thrown out and some he does not dispute, but others he does. Executive Committee is taking on the role of facilities planning but Schadewald would also like the Human Services Committee to have input regarding their thoughts.

Schadewald continued that the Health Department is currently located in a building that has been purchased by someone else and there may be a renegotiation of the lease. The County Executive has proposed for two years that the Health Department move into the Sophie Beaumont Building. This move would involve compacting and remodeling the office space of Human Services and would also elevate parking in the downtown area, both for employees and for the people who visit the Health Department. Schadewald feels we need to ask ourselves if this is a short-term plan or a long-term plan and he also noted that moving the Health Department would necessitate building a lab in Sophie Beaumont which could raise concerns of hazardous specimens being brought into the facility. He also noted that most of the people in Human Services are in the office all day, but Health Department staff is constantly coming and going and this would be another consideration. Parking issues were also referenced and Schadewald questioned if it is appropriate to start making the Health Department employees pay for their parking if they move downtown.

It was noted the County owns a building on the east side and this could be a positive in a number of ways. It could clear out the Sophie Beaumont Building and open up several hundred parking spots downtown. Schadewald feels that in the future Human Services will become regionalized and the building on the east side would make this more attractive and efficient with surrounding counties. He also believes that some efficiencies would be gained if the Human Services offices were reconfigured. Schadewald also noted there has been a big push to reduce the footprint. He said Sophie Beaumont is rock solid and there could be multiple uses for the building, including putting Huber prisoners in there to help alleviate the need of building

///

a new jail. It could also be a site for transitional housing or day report centers or things of that nature. In addition, there would be the possibility of the County providing office space for some of the non –profits we work with. He noted that transferring Technology Services out of the building would cost in the millions of dollars. There are a lot of different things to think about and Schadewald noted that it is not as easy as just saying we are not going to pay rent anymore and therefore would save money.

Motion made by Supervisor De Wane, seconded by Supervisor Linssen to send this to administration to look at the costs. Vote taken. MOTION CARRIED UNANIMOUSLY

- 4. Communication from Supervisor Schadewald re: Request that all County Board members who ask Dr. Coussens questions by e-mail, please forward those questions and answers received to the Board of Health (Chairman) and the Human Services Committee members so that all information ends up in public record. *Referred from February County Board.***

This item was taken together with Item 6.

Hoyer informed he has reached out to Dr. Coussens to let him know our meeting schedule and also let him know that there would be the possibility of adjusting the date and time of a meeting to fit his schedule if possible. If Dr. Coussens is able to attend, he could be put on under the wind turbine update and then that item could be put towards the beginning of the agenda. This would be the best way to notice it appropriately and be as transparent as possible. Hoyer also said that any questions that are addressed to Dr. Coussens could be submitted under the wind turbine update portion of future meetings.

Motion made by Supervisor De Wane, seconded by Supervisor Schadewald to receive and place on file Items 4 & 6. Vote taken. MOTION CARRIED UNANIMOUSLY

- 5. Communication from Supervisor Buckley: Have Human Services break out contract with Family Services. Start an RFP process to update the EM-1/Alcohol Hold procedure. Also have staff evaluate to see if it would make fiscal and quality of care sense to bring services back in-house. *Referred from February County Board.***

Supervisor Buckley informed that under the current system, the EM1 process takes a lot of time and is very frustrating to law enforcement. It has been this way the entire time he has been on the Board and he realizes that Human Services Director Erik Pritzl is working on this. Buckley is looking at this from a law enforcement perspective and said that officers on EM1s and alcohol holds spend an average of 5 hours per call for 2 officers, but sometimes it is much longer, up to 13 hours. He is not minimizing the patient aspect of it and noted that having a patient in custody for hours upon hours in the back seat of a squad does not help the patient in any way. He said he gets a lot of complaints from law enforcement on this process and he would like to explore the County's current system to see if it can be modified.

Buckley continued that the Green Bay Police Department now has 2 officers dedicated to mental health issues and he feels a similar request may come from the Sheriff's Department as well. He noted that law enforcement officers are initial responders and their job is to get the person to the help they need; they are not case workers.

Buckley said currently the facilities that can help these people are at capacity and officers are having to transport patients to Winnebago or Mendota which takes a significant amount of time. Someone who needs help may go to the crisis center, then to the hospital for medical clearance, maybe back to the crisis center and then somewhere for placement.

It was noted there have been a number of things done to work on this such as implementing mobile crisis, but this still is a problem. Last year the City had almost 700 EM1s and the County had almost 700 EM1s as well. Year to date the City is at about 76 EM1s.

Schadewald asked for an explanation of an EM1 and how the system works. Buckley explained that when someone has mental health issues such as being suicidal, officers will respond and take the person to the crisis center or have mobile crisis come out. After being evaluated by crisis staff, the person may need medical clearance so they would then go to the hospital for clearance and then back to the crisis center. At that time there would be an option to do a contract that the person is not going to harm themselves, or a determination is made that the person needs to be put in inpatient care to be monitored. Currently the County has 16 beds at Nicolet Psychiatric Center which is the inpatient unit. Bellin has some capacity as well. Buckley said that when the County facility is full and Bellin does not have capacity, the person needs to be taken elsewhere. Pritzl added that if someone's needs exceed what can be provided by the County facilities due to violence, they are taken to Winnebago or Mendota. Up until 2016 it was not a common occurrence to take someone out of Brown County, but starting in April and May, there were people being taken to Winnebago a little more and by August they were taking still more. There are now other providers, such as Willow Creek, but they are not able to take the capacity yet. The number of EM1s is increasing and Pritzl said last year the County had 838. The five year average is 777. That is the number of EM1s filed with probate; there are some people who are brought in but then are safety planned rather than going through the entire EM1 process.

Buckley brought this forward due to the number of hours law enforcement is spending on these calls. He said the number of EM1 calls has spiked dramatically throughout the County and they are tying up hundreds of thousands of dollars in man hours. Linssen asked what the spike was attributed to. Pritzl said that one theory would be awareness and people may be more likely to call law enforcement or the crisis center because they see that resources are available and their first line of defense would be a first responder like law enforcement. Linssen asked if there has been an increase in filings of EM1s with the court and Pritzl said that the percentage has increased and there are more people on commitments than settlement agreements.

Buckley said the current process has been a problem for quite some time. Years ago the process was for an officer to pick the person up, take them to the mental health center, do the paperwork and get back on the road in about an hour. Linssen asked why officers instead of a staff person are transporting to Winnebago County. Pritzl responded that the person is in protective custody status until they get to the receiving facility.

Buckley continued that he toured the new mental health facility that opened recently which made him rethink the County's system because it seems somewhat antiquated. The EM1 process is covered by State Statutes. Pritzl said that in the past law enforcement was able to take a person to a facility and drop them off, but the law changed and the Division of Community Programs is now required to authorize the placement in a facility which means the person has to go through an assessment before being taken to a facility. That change occurred to insert the crisis assessment in the process. Now we have to find a way to have the assessment occur in a timely fashion. Schadewald asked if the assessment process takes a lot of time and Hoyer wanted to know if mobile crisis has helped with expediting the length of time of the process. Pritzl said that in 2016 the number of man hours the GBPD spent on EM1s has decreased, but he is not able to say that that is directly attributed to mobile crisis.

Buckley said the Public Safety Committee has been working on this and he would like to see the contract with Family Services broken out to see what the EM1 process is. Secondly he would like to look at the system itself and ask staff to look at the processes. He feels the current system is antiquated. He noted the facility that recently opened has the ability for the officer to go there, get the person evaluated and get medical clearance all in the same location. He is not necessarily saying that is the answer, but he feels that that is something that we should be looking at as part of the process, not only to cut down the officers time but also for the affect this process has on the person in custody. Often times when someone is in custody for an extended period of time they become combative and use of force rises.

The third point of Buckley's communication is for Pritzl to look at taking this in-house. He feels this may be a way to help solve the issues. At this time he is looking for a short-term answer now and then working toward a long-term solution.

///

Motion made by Supervisor Schadewald, seconded by Supervisor Linssen to suspend the rules to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY

-Lois Mischler, Vice President of Family Services, 2834 Wood Haven Circle, Green Bay, WI

Mischler said that Family Services has been a really grateful partner with the County and law enforcement for a number of years and they want to have a system for the consumers, law enforcement and other partners that works as well as it possibly can. She estimated that EM1s have become a larger piece of what Family Services does and said that they take 22,000 calls annually and 5,500 in person crisis sessions, with about 1,200 of those being mobile in 2016. Many are related to suicide concerns. They know that some of these calls take a long time but noted that not all of the barriers are Crisis Center barriers but they do recognize that they need to be a part of the solution along with everyone else. Mischler said that sometimes they deal with the same person more than once. Sometimes people start as an EM1 which is telling them that they need to be in an inpatient facility whether they want to be or not, and some of those end up wanting to be voluntary which is a different procedure.

Linssen talked about the County's contract with Family Services and asked if there is a separate contract for just EM1s or if the EM1 portion is rolled into the whole contract. Mischler said that the emergency detention role is rolled into the entire contract. They work in partnership with law enforcement to work with the assessor to agree when emergency detention is appropriate.

Buckley acknowledged that the Crisis Center can be part of the solution, but he would like staff to look at what could be a better way to get things done. One thing he thinks may work is to have a crisis worker at the CTC in a non-inpatient area or have some sort of collaborative effort to get the person to the facility they need to be at sooner which relieves not only the officers' time, but stress on the person as well. He is not saying that Family Services is not a part of the solution, but he feels that this area of the society's need have to be ever changing and we have to constantly be looking at ways to do things better. Based on the feedback he is getting from law enforcement, something needs to be done.

Hoyer said that some of the solutions can probably coordinate with the current provider. Schadewald asked how the alcohol aspect is handled in these cases. Pritzl said that the trouble law enforcement runs into with alcohol holds is that the accepting facilities want to see a downward trend of blood alcohol content in someone who is highly intoxicated. Law enforcement can sometimes end up sitting with someone while their blood alcohol content goes down to the level appropriate for admission. He noted that the County is obligated to deal with incapacitation situations, but is not obligated to deal with intoxication situations.

De Wane understands where Buckley is coming from and noted that the City of Green Bay is training officers in special areas, including mental health, so they can help the people. The reason they keep alcohol people overnight is because often once they sober up their attitude changes and they become much more cooperative. He noted that Green Bay has a facility that can handle these situations. They are having discussions in Green Bay as well as to ways to streamline this process. Pritzl said that before we jump both feet into something, what De Wane is talking about is a facility that has less than a quarter of their beds online right now. We have to look at their procedures and processes and what their awareness of Wisconsin statutes and laws is. The County is working to establish a partnership with this facility but we also have to see how they are incrementally doing this and he would like to see some of the other counties who will be using the facility for emergency detentions work out some of the kinks before we bring a large county like Brown on board.

Schadewald said if there are other intersections between the Sheriff's Department and Human Services, he would like to keep looking at those intersections to continue to improve services. He does not want the discussion limited to EM1s; he would like to make any procedural adjustments that should be made. Buckley said that there is an EM1 committee that meets regularly, but it is a large committee and sometimes with a larger committee things do not move that fast. Buckley recently received an e-mail from GBPD that outlined their concerns about capacity, especially when it comes to chronic people that they deal with on a regular basis. Another thing that comes up is the voluntary options that are available within the County. Pritzl said that increasing the total bed count in the community that people can access voluntarily would be a benefit.

///

Pritzl said this process is one of the more complex things that law enforcement and Human Services and Family Services deals with. There are both legal and clinical decisions being made and there are officers, crisis counselors, psychiatrists and nurses involved and there are also the rights of the people to the least restrictive treatment coming into play. It is a very complicated process, but he feels that it could be done better.

Motion made by Supervisor Schadewald, seconded by Supervisor De Wane to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor De Wane, seconded by Supervisor Schadewald to refer to the Director of Human Services to look at options and report back when ready. Vote taken. MOTION CARRIED UNANIMOUSLY

6. Communication from Supervisor Erickson re: Request that Dr. Coussens be invited to committee for a presentation including Q&A session providing Dr. Coussens agrees. *Referred from February County Board.*

See action at Item 4 above.

Wind Turbine Update

7. Receive new information – Standing Item.

Linssen questioned if given what happened at the last County Board meeting, there is a different way this could be worded on future agendas to make it clear that this Committee is just accepting reports. Schadewald said at the last County Board meeting someone tried to pull this item for discussion because it is on the agenda as a standing item. Linssen would like to see the agenda language clarified to show that it applies only to new reports or something similar. Schadewald said prior to the next meeting it would be a good idea to talk to Corporation Counsel as to how to list this on the agenda so that it is only germane to the information presented.

No report; no action taken.

Health Department

8. 2016 to 2017 Carryover Funds.

Hoyer said this relates to the carryover of non-discretionary grant funds. Office Manager Patti Zich informed that this has been reduced by about \$21,000 from last year.

Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Veterans Services

9. 2016 to 2017 Carryover Funds.

CVSO Jerry Polus informed that as part of his department's budget there is a supportive services fund which is for emergency assistance for needy veterans and widows. This is something that is required by statute so every county has such a fund, but there is no requirement to fund it in specific amount; that is up to the county. Last year the budgeted amount was \$27,580. Of that, \$7000 went to help purchase the wheelchair accessible DAV van. About \$12,000 was spent on direct aid to veterans for things like bus passes, food cards, gas cards and occasionally utilities. There are written policies and procedures for these funds which include that the veteran or widow be a resident of Brown County for at least 6 months to be eligible for assistance and they only allow assistance once every 6 months. His office keeps close records on this and all applications are reviewed and approved by two staff members.

Polus continued that there are three different federal and state agencies that help homeless veteran with housing and utilities which take a big burden off the County. There are also different organizations that assist

///

veterans such as the Desert Vets, DAV, American Legion, etc. Polus said this has allowed his office to have a balance of \$8455 which he is requesting to carry over to the 2017 budget. The budgeted amount for 2017 is \$12,403 so with the carryover they would have over \$20,000 available to help veterans. Polus also indicated that they have received \$9349 in donations this year to help needy veterans. Approval of the carryover will bring the fund to \$30,207 which is more than generous. Last year his office helped over 125 veterans out of this fund. Polus also indicated that Associated Bank advised him today that they would be making a donation next week of \$1,000.

Supervisor Linssen asked if there was a carry-over going into 2016 and Polus indicated that there was a carryover going into 2016 of \$15,870.

Schadewald indicated that he would like Polus to come to the next meeting to talk about how veterans are served in the County.

Motion made by Supervisor De Wane, seconded by Supervisor Brusky to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Services Department

10. Examine scheduling issues at CTC – update.

Hospital Administrator Luke Schubert provided the Committee with a handout, a copy of which is attached, that provides an update on the scheduling issues at the CTC. He noted that the employees that came to the Human Services meeting a few months ago were part of the AFSCME group. There are currently about 10 AFSCME members and they are 99% concentrated in the hospital. Schubert sent out a survey to see if that group's thoughts were indicative of the entire department. The results of the survey are contained in the handout.

Schubert continued that he sent out a market study to other healthcare facilities to see if they allowed employees to take off on weekends without putting in a request or replacing themselves and of those that responded, 100% did allow a person to put in for weekend vacation without replacing themselves. They are currently talking about allowing one weekend off per year and the estimated cost for this would be about \$13,000 based on the average wage for part-time and full-time staff.

De Wane said a lot of people take 7 day or 2 week vacations and asked Schubert if employees are able to do that. Schubert responded that with the current policy they are not able to do this and that was one of the concerns that was brought forward. He noted that they do what the industry does and this may be different than how other industries work. In the nursing field, employees are used to working every second or third weekend. They do keep an on call roster, but the weekends are hard to get replacements for. They also have outside agency contracts that they can use when needed to provide employees. De Wane said the schedule does not sound very family oriented. Schubert said that they could do something different than what the industry does and they are looking at it, but there would be a cost as he mentioned earlier.

Linssen asked if it would be possible to do something like they do in the finance industry where employees are required to take a one week vacation every year. If an employee would then want to take a longer vacation, it would be a lot easier. Schubert responded that there are a lot of options they could look at, but he wanted the Committee to know that they have not budgeted or planned for that. Linssen asked how many weeks of vacation staff gets and how they go about scheduling the vacation. Schubert said staff is on the regular County vacation schedule. Linssen said that he understands that this type of scheduling happens in other industries as well.

Schubert said another part of the challenge is that a lot of staff is engrained that they only want to work in a specific area. Without flexibility, more challenges are created because the pool of possible replacements is smaller in each area. If employees would open up their flexibility a little bit and be willing to go where the need is, it would make things a little easier.

///

Schadewald said employees get a certain amount of vacation, but they have to find a trade if they want to take a vacation that falls on their normal weekend to work. He asked Schubert if what he is saying is that for \$13,000 we could create one weekend a year for each employee where they could take vacation without finding a trade. Schubert said that that is what he is saying. Schadewald feels this would be an easy way to increase morale among staff. Schubert said that people request their vacation at least 30 days in advance and often much further advance in that.

Pritzl said that the \$13,000 would have to be an increase to the appropriation to the CTC. Schadewald said this would have to come from the general fund. Linssen said he disagrees with adding the \$13,000 and he feels the current policy is fair given the profession and the employees know well in advance which weekends they have to work and they can schedule around it.

De Wane said that for someone who has a large family, events are always popping up and he has relatives that work in the medical field and they are all able to take time off when they want it, even for several weeks at a time, without having to find their own replacement. He also said that police departments and fire departments work the same way.

Schubert wrapped up by saying there are a lot of options out there that they could explore, but they all come with a cost. Schadewald said he agreed with De Wane in that if there is some way we can help the employees a little bit without a huge cost, it would go a long way.

Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

11. 2016 Budget Adjustment Request (16-124): Any increase in expenses with an offsetting increase in revenue.

Motion made by Supervisor De Wane, seconded by Supervisor Schadewald to suspend the rules and take Items 11-16 together. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor De Wane, seconded by Supervisor Schadewald to approve Items 11, 12, 13, 14, 15 & 16. Vote taken. MOTION CARRIED UNANIMOUSLY

12. 2016 Budget Adjustment Request (16-125): Any increase in expenses with an offsetting increase in revenue.

See action at Item 11 above.

13. 2017 Budget Adjustment Request (17-09): Any increase in expenses with an offsetting increase in revenue.

See action at Item 11 above.

14. 2017 Budget Adjustment Request (17-12): Any increase in expenses with an offsetting increase in revenue.

See action at Item 11 above.

15. 2017 Budget Adjustment Request (17-13): Any increase in expenses with an offsetting increase in revenue.

See action at Item 11 above.

16. 2017 Budget Adjustment Request (17-15): Any increase in expenses with an offsetting increase in revenue.

See action at Item 11 above.

17. Executive Director's Report.

Pritzl referred to his report contained in the agenda packet. He highlighted the efforts made in Children, Youth and Families to bring new things in the areas of in home safety services, Wisconsin trauma services and juvenile justice early intervention. All of these have funding sources available through the State and the County has to prepare applications and develop plans and then get approved and go through implementation. This is different than how the County works where the allocation is made and then the department implements the programs and reports back to the Committee. Department staff is trying to push and push to bring new programs and innovation to the County and this is reflected in the success of getting the awards from the State.

Pritzl also referenced the Census Overview contained in the agenda packet which shows the trend of the capacity at Nicolet rising. There is room for improvement at Bay Haven and they are working hard on ways to utilize that for things other than crisis stabilization, such as adult family services.

Schadewald brought up the move of the Health Department to Sophie Beaumont and asked Pritzl if he has had any discussions with his staff about the potential move. Pritzl said he did some listening sessions in the past, but nothing recently. He collected questions to ascertain what the concerns were. The issues that people raised as concerns included parking, traffic flow, building security, toxic issues of the lab and customer service. Schadewald said a decision regarding the move could happen relatively soon and he would like to have as much input as he can before he votes on this. Pritzl said the juvenile justice and adolescent behavioral health group, which is about 24 staff, would be moved from the mezzanine level to the first floor, and then public health would have the mezzanine level. The lab is proposed to go on the first floor and would displace 6 offices. Schadewald said transparency in this issue is paramount and once a decision is made and people are moved and the lab is built, it will stay that way, at least for a while. Pritzl said no matter what the decision is, there will be disruption with moving people. He said they put together what they believed to be the best plan. Schadewald feels that talking about this ahead of time makes a lot of difference and getting input from those involved is important.

Hoyer asked about the study for safe housing which was proposed by the mental health ad hoc committee and asked Pritzl what the timeframe was. Pritzl said all of the information has been provided to Purchasing and it will go out as a Request for Quote. He has been working with Purchasing on this and from his perspective, the first part of the process is done. Pritzl said Purchasing will receive the quotes and pass through those that meet the requirements for consideration. Hoyer also asked about mandated versus non-mandated services and indicated that he would like to look at this further sometime this summer. Pritzl said that he has been looking at this and noted that some things came and went, some got reduced and some were restored and he is looking at the history. Hoyer noted there was a study done a number of years ago that looked at this and he feels that would provide a background or baseline on the services and how they have changed. Linssen noted that he has asked County Executive Troy Streckenbach to provide a list of the mandated and non-mandated programs as well.

Motion made by Supervisor Brusky, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

18. Financial Report for Community Treatment Center and Community Programs.

Finance Manager Eric Johnson commented on the narrative report included in the agenda packet. He noted that there are two offsetting adjustments for the Community Treatment Center and Community Programs. The first adjustment is an unfavorable adjustment that was mentioned in an earlier meeting regarding the billing process on the CBRF that needed to be adjusted back to 2014. The overall impact is anticipated to be between \$950,000 and \$1,000,000. Fortunately there is an offsetting favorable impact adjustment. Johnson said they budgeted approximately \$200,000 for a WIMCR and CCS settlement through the annual cost reporting process with the Medicaid process but the County will actually receive just under \$1.2 million dollars.

Hoyer thanked Johnson for his report and indicated that he liked having the narrative report in the agenda packet.

Motion made by Supervisor Schadewald, seconded by Supervisor De Wane to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY

19. Statistical Reports.

- a. CTC Staff – Double Shifts Worked.
- b. Monthly CTC Data - Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
- c. Child Protection - Child Abuse/Neglect Report.
- d. Monthly Contract Update.

Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to suspend the rules and take Items 10 a – d together. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor De Wane, seconded by Supervisor Schadewald to receive and place on file Items 19 a – d. Vote taken. MOTION CARRIED UNANIMOUSLY

20. Request for New Non-Continuous and Contract Providers and New Provider Contract.

No report; no action taken.

21. 2016 to 2017 Carryover Funds.

Motion made by Supervisor Schadewald, seconded by Supervisor De Wane to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

Aging & Disability Resource Center - No agenda items.

Syble Hopp – No agenda items.

Other

22. Audit of bills.

Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to pay the bills. Vote taken.
MOTION CARRIED UNANIMOUSLY

23. Such other Matters as Authorized by Law.

A discussion was held regarding the next meeting date. The next meeting will be held on Wednesday, March 29, 2016 at 5:30 pm and Hoyer will make an effort to have the meeting held at the ADRC.

24. Adjourn.

Motion made by Supervisor De Wane, seconded by Supervisor Schadewald to adjourn at 8:24 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY
BOARD MEETING**

January 26th, 2017

PRESENT: Larry Epstein, Beth Relich, Melanie Maczka, Corrie Campbell, Pat Finder-Stone, Linda Mamrosh, Deb Lundberg, Mary Johnson, Mary Derginer, Randy Johnson, Beverly Bartlett

EXCUSED: Jessica Nell

ABSENT: Arlie Doxtator

ALSO PRESENT: Devon Christianson, Christel Giesen, Debra Bowers, Laurie Ropson, Kristin Willems, John Holzer, Debra Meyers, Julie Hamill

The meeting was called to order by Chairperson Epstein at 8:32 a.m.

PLEDGE OF ALLEGIANCE

INTRODUCTIONS: Introductions were made by all present including newly appointed board members in 2017 and two new ADRC nutrition staff, Debra Meyers & Julie Hamill.

ADOPTION OF AGENDA: Ms. Finder-Stone/Ms. Lundberg moved to adopt the agenda.
MOTION CARRIED.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF December 8, 2016:
Ms. Lundberg/Supervisor Campbell moved to approve the minutes of the regular meeting of December 8, 2016. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None

FINANCE REPORT:

A. REVIEW AND APPROVAL OF FINANCE REPORT-PRELIMINARY YEAR END:

Ms. Bowers referred to the 2016 Preliminary Finance Report, Preliminary End of Year Financial Highlights and ADRC Summary Report to demonstrate the expenses and revenues in the month of December and at year end. Ms. Campbell inquired about other options for printing of the ADRC Magazine should the ADRC current provider not be allowed due to Conflict of Interest issues that may be identified by the State. Discussion ensued including the guidelines surrounding advertising sold by LPI (the company that prints the Magazine for the ADRC) and the benefits to revenues realized by the ADRC and the vast circulation that occurs. The ADRC and the Board members who have had positive experiences with LPI, reported that many ADRC's and Addlife Centers around the state would not have the resources to produce the magazine independently.

Ms. Maczka/Ms. Lundberg moved to approve the Finance Report-Preliminary Year End Report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS-DECEMBER 2016:

There was a restricted donation by Ron O'Dill for \$300.00 for use for the Veteran's Lunch Program, an Anonymous donation of \$5000.00 for agency use and another "In Memory" donation for agency use of \$50.00 in the months of November and December 2016.

Ms. Relich/Ms. Finder-Stone moved to approve the Restricted Donations report for November & December, 2016. **MOTION CARRIED.**

BOARD RESPONSIBILITIES AND EXPECTATIONS, MEETING GUIDELINES, TIME, TALENT AND TREASURE:

Ms. Christianson explained that during Purposeful Boards training last year, that several ADRC Board Members and staff attended, it was advised that board expectations and responsibilities be clarified for all board members. Ms. Christianson reviewed the Responsibilities and Expectations handout that was created by those that attended the training. Ms. Christianson explained that responsibilities are that board members are expected to be prepared and willing to "jump in" and help when needed. Board members should know the By Laws. Mr. Epstein suggested that the board review them and have a larger discussion at a later date to discuss how these expectations will be carried out. Ms. Christianson also added that the By Laws are reviewed periodically to be sure that they are up to date. Ms. Christianson also reminded the board that Board meetings are open and transparent to the public. Further questions and discussion ensued. Ms. Christianson explained that while it is important for board members to assist in raising funds for the ADRC, it is most important for Board members to be an ambassador in the community and educating people about the ADRC. Board members can do this by communicating to family, friends, neighbors and social connections etc. about the resources that are available at the ADRC. Another responsibility of the board is to be connected in the community and have a general understanding of the ADRC budget. Additionally, all major policies at the ADRC are reviewed and approved by the ADRC Board of Directors. The ADRC Director is hired, fired and evaluated by the ADRC Board of Directors. ADRC Board members also are asked to help recruit new board member and connect the ADRC to potential funding and partners. Lastly, Board members should connect with and validate staff. Ms. Derginer inquired about the types of things that should be used to evaluate the Director. Mr. Epstein replied that there are community surveys for customers to provide input about their experience at the ADRC and unit updates are presented in board meetings. Ms. Christianson explained there is an evaluation form that explains what criteria the board should consider to evaluate the Director. Ms. Willems will send a copy of the evaluation form to the board. Ms. Christianson also explained that there is a 3 to 5 year plan that is also reviewed to

be sure that the Director is keeping the ADRC is on target for these goals. Ms. Finder-Stone explained that the Director Evaluation form is very comprehensive.

Mr. Epstein referred to the Meeting Guidelines handout and reviewed the expectations for board meetings. Mr. Epstein asked that board members review the agenda and call Ms. Willems, Ms. Christianson or Mr. Epstein if there are questions prior to the meeting. Mr. Epstein explained that starting and finishing the meeting on time and sticking to the time frame for each agenda item is important. Mr. Epstein asked that comments be kept to a reasonable timeframe. Ms. Willems will use a flag to notify the Chair when time is running over for any agenda item. If additional information is needed and more detail is needed, it can be tabled and added to another meeting agenda when the details are available. Mr. Epstein stressed that it's important and appropriate to ask questions openly to the entire board rather than having side conversations. Ms. Lundberg offered that if a concern is brought to the board that it is a good idea to also offer a possible solution.

Mr. Epstein then reviewed the Time Talent and Treasure handout. He asked board members to fill out the form completely and gave examples of what can be filled in for each area. Ms. Christianson asked that board members fill them out and turn them into Ms. Willems by the February 23rd Board of Directors meeting.

Ms. Finder-Stone/Ms. Lundberg moved to approve the Board Responsibilities & Expectations, Meeting Guidelines and Time, Talent & Treasures documents. **MOTION CARRIED.**

DIRECTOR'S REPORT:

A. COMPLAINT AND GRIEVANCE ANNUAL REPORT FOR 2016:

Ms. Christianson referred to the 2016 Complaint Report (handout) which is required to be provided to the Board annually. Ms. Christianson stated that the ADRC has an informal and formal process for handling complaints. Ms. Christianson stated that most complaints are resolved informally without having to be brought to the ADRC Board of Directors. In 2016, there were no complaints that were brought to the Board of Directors. Ms. Christianson also mentioned that according to policy, customers may first bring a complaint directly to a board member prior to connecting with staff. If that should happen, board members can immediately relay the complaint to the director as it will follow the normal resolution process. Ms. Christianson pointed out that parking (or lack thereof) were the highest number of complaints in 2016. Ms. Christianson said that this complaint is taken seriously, and is always being considered. Negotiations are in process to pursue additional spots through an easement that is currently being worked on through Corporation Council.

Supervisor Campbell inquired how the issue regarding bed bugs is handled at the ADRC. Ms. Christianson responded that she wrote a procedure for staff and the health department came in to provide training for staff. Ms. Christianson also clarified that bed bugs are categorized as a nuisance and not a health hazard, so

the ADRC's role is to educate customers and providers about ways to contain them to reduce their spread. There is a community task force forming and the Health Department is highly involved. Ms. Christianson explained that this issue is a community wide challenge, particularly in housing units.

Supervisor Campbell asked if background checks are done for all Home-Bound Meal workers. Ms. Christianson confirmed that background checks are completed for all staff and volunteers.

Ms. Maczka/Ms. Lundberg moved to acknowledge the receipt of the 2016 complaint report. **MOTION CARRIED.**

B. PROPOSED ADVOCACY TRAINING:

Ms. Christianson explained that there is an ADRC advocacy team called GBCAT (General Brown Community Action Team). Because staff is limited on advocating for specific legislation, the ADRC appreciates when board members advocate to legislators. GBCAT received advocacy training from Janet Zander and Ms. Finder-Stone was at the training. Ms. Finder-Stone and Mr. Pamperin are willing to conduct this training for the ADRC Board of Directors. This training will be coming in spring and future details will be communicated to the board. Ms. Christianson referred to a handout regarding Medicare as an example of a topic that would affect our customer populations.

C. CONFLICT OF INTEREST POLICY-SIGNATURES NEEDED:

Ms. Christianson referred to the Conflict of Interest policy and signature page. Ms. Christianson stated the ADRC is required to conduct a brief training each year on the policy and that staff, volunteers and board members sign the policy. Ms. Christianson asked that all board members sign and turn in before leaving the meeting. Ms. Christianson reviewed the policy and provided examples of potential issues and how the ADRC needs to always be aware and diligent in avoiding even the perception of a conflict.

STAFF REPORT-JOHN HOLZER:

Ms. Christianson explained that new for this year, each unit leader will use a template to create a report about their unit. This will be sent out in advance of the meeting for board members to review. The hope is staff will spend more of their report time at the board meeting answering questions instead of walking through the report.

Mr. Holzer, Facilities/Placement Coordinator, manages ADRC facility maintenance, including customer service. This means having the building clean and ready in the morning and rooms set up as requested for events. Mr. Holzer also coordinates the

placement of court-ordered community service for Brown County and the placement of work experience program candidates at the ADRC and refers others to the adult day.

Mr. Holzer discussed his team, including Anita Jahnke, who will often split her shift, closes the building, works after hours and also covers for Mr. Holzer when he is out. Ms. Jahnke is an asset to the organization and allows the ADRC to provide service to people that the ADRC would not have been able to support without her flexibility. Mr. Holzer and Ms. Jahnke partner in communicating and directing maintenance crew. The maintenance crew is hired through the STEP and WISE programs that are managed through Curative Connections and GWAAR. These programs provide training to older adults through with the goal of allowing these seniors to find permanent employment in the community.

Mr. Holzer provided a handout to demonstrate updates in 2016. He reviewed highlights from his handout including working with the floor manufacturing to fix floors and also worked with manufacturer to fix the folding wall between the Atrium and Dining Room.

Mr. Holzer also reviewed highlights from the loan closet in 2016. Mr. Holzer mentioned how the Lion's Club has been a partner with the ADRC on the loan closet, providing the ADRC with medical equipment to loan to customers. About 90% of the 5000 items in inventory are out and being used in the community. Mr. Holzer also mentioned that the \$10 requested contribution to the loan closet for items borrowed has also resulted in more items being returned. The ADRC also exceeded the goal of \$10,000.00 in contributions to the loan closet and ended the year at just over \$19,000.00. Anthem Blue Cross provided a money donation to the loan closet which was used to purchase items such as bariatric wheel chairs which are needed in the community, but in short supply in the loan closet.

Mr. Holzer focuses on staff and customer safety in all of the purchases and maintenance on the building. Mr. Holzer also reported that Focus on Energy chose this organization and gave customer LED bulbs and provided a retrofit to LED lighting at the ADRC at our 331 building.. Mr. Holzer added that there is solar panel on the roof of the ADRC that saves approximately two thousand dollars each year.

Mr. Holzer reviewed the Maintenance Worker Incentive Fund. This program recognizes ADRC maintenance staff, for great customer service. Mr. Holzer uses incentives to help workers with transportation to work etc.

Mr. Holzer provided updates on the door replacement project that is just being completed. This is a great added convenience for our customers.

Mr. Holzer also highlighted potential maintenance projects that will need to be addressed in the near future. He also mentioned that he is looking forward phase 2 of the ADRC remodeling project and thanked the board for setting aside funds for this future project.

Ms. Christianson mentioned that each year the WISE program recognizes one organization in the state for outstanding support to older adults in the employment

1a

programs. In 2016, Mr. Holzer and Ms. Jahnke were the recipients of this award. Ms. Christianson acknowledged Mr. Holzer's and Ms. Jahnke's work in 2016. The board expressed their appreciation as well.

LEGISLATIVE UPDATES:

Ms. Finder-Stone reminded the board of the upcoming primary election on February 21, 2017. Early voting will begin on February 6, 2017. The general election will be held on April 4, 2017.

Ms. Finder-Stone explained that Senior Care is a program to assist low-income seniors with prescription drugs. The federal government has extended the waiver for this program through December 31, 2018. Senator Carpenter is introducing legislation called the Senior Care Protection Act in Madison that would require the state to continue the program. Ms. Finder-Stone asks that board members urge legislators to sign on to this bill. Ms. Finder-Stone has a copy of the proposed legislation if board members are interested in seeing it. Ms. Christianson stated she would send materials about Senior Care and the link to the Advocacy page on the ADRC website so board members can stay up to date on pending legislation and advocacy information.

Ms. Finder-Stone also said that Speaker Paul Ryan is conducting a phone poll to get input regarding the Affordable Care Act. The number to call is 202-225-0600, press 2 to hear about the bill, press 1 to continue to support the ACA and so on.

Ms. Finder-Stone also mentioned that Congressman Gallagher was present at meeting with the De Pere Board of Health of which Ms. Finder-Stone was in attendance. Ms. Finder-Stone mentioned to Congressman Gallagher that in her opinion the ACA should not be repealed without a replacement.

Ms. Finder-Stone also mentioned that Governor Walker is proposing that people eligible for food stamps will be required to work 80 hours in a 30 day period.

Ms. Bartlett shared that the Alzheimer's Association is sponsoring their Wisconsin Advocacy Day on March 7th, 2017 beginning at 8:30 AM at the Wisconsin State Capital Building. If board members are interested, Ms. Willems will forward information to all with instruction on how to RSVP for this event.

Mr. Johnson shared a story about the ADRC. Mr. Johnson delivers meals to a gentleman that previously could not eat at his table as it was filled with medical papers. The gentleman called the ADRC and a staff person assisted him in sorting through these items and Mr. Johnson could see how much this support had changed his life and he is no longer feeling overwhelmed.

ANNOUNCEMENTS:

1a

Ms. Christianson communicated that there will be Finance 101 training on Tuesday February 14th, 2017 from 10:30 to Noon for the new board members and any other members that would like to attend. There will also be an additional training on this, in June, that will be held focusing on 2018 budget.

Ms. Christianson also mentioned that if board members have not had their picture taken for the ADRC Magazine to please do that. A picture can also be submitted to Ms. Willems if that is the preference as well.

NEXT MEETING: The next Board of Director's meeting will be February 23 at 8:30 a.m. at the ADRC.

ADJOURN: Ms. Relich/Ms. Derginer moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:27 a.m.

Respectfully submitted,

Kristin Willems
Administrative Specialist

**PROCEEDINGS OF THE BOARD OF HEALTH MEETING
THURSDAY, FEBRUARY 2, 2017
5:00 PM**

Present: James Crawford, Joe Van Deurzen, Karen Sanchez, Richard Schadewald, Susan Paulus-Smith

Excused: Harold Pfothhauer, Jay Tibbetts

Others Present: Anna Destree, Rob Gollman, Ann Steinberger, Patti Zich (minutes recorder)

1. Call to Order, Welcome, and Introductions

Richard Schadewald called the meeting to order.

2. Approval / Modification of the Agenda

MOTION: To approve the agenda as presented.

Van Deurzen / Crawford

MOTION CARRIED

3. Approval of Minutes of meeting of November 15, 2016

MOTION: To approve the minutes from November 15, 2016

Van Deurzen / Sanchez

MOTION CARRIED.

4. Comments from the Public

None.

5. Environmental Division Update

Rob Gollman submitted a written report and summarized the lab had a net increase in the number of procedures performed. There was an increase in licensed inspections in 2016. Odor complaints increased as there were new sources. We recently had two environmental health hazard incidents involving elemental mercury spills which involved multiple agencies. Rob researched and found you can purchase mercury on the internet without a license. Mr. Schadewald asked Rob to put this on the next agenda to talk about this with our state legislators.

Rob indicated they met with building inspectors from different municipalities to clarify roles and our authority. Discuss of what a nuisance is versus a public health hazard and how we can assist municipalities was beneficial. The feedback received was to have a model set of ordinances county-wide to build upon for their municipality.

A bed bug task force was recently formed and Public Health hosted the second meeting of community partners looking to address the issue of bed bug resurgence.

Rob asked for permission from the Board of Health to reduce the radon test kits from \$5.00 each to \$2.00 each until the end of February.

MOTION: To approve reduction in cost of radon kits from \$5.00 each to \$2.00 each until the end of February

Van Deurzen / Sanchez

MOTION CARRIED.

Jim Crawford wanted the Health Department to look at improvements in the air permit. This should be on next month's agenda.

6. Nursing Division Update

a. Communicable Disease

Ann submitted a written report and summarized we had a mass immunization clinic on January 26th and we served 120 with 337 vaccines given, including 27 adult flu vaccine.

- b. Maternal Child Health
No report.

MOTION: To receive and place on file Nursing Division update

Van Deurzen / Crawford

MOTION CARRIED.

7. Request Authorization for Change to Flu Vaccine Fee Schedule Not Reflected in 2017 Approved Budget.

Ann indicated we were having a hard time getting rid of adult flu vaccine we purchased. With approval from Dr. Tibbetts the cost for the flu vaccine was waived for the rest of the season. Ann indicated if we don't use the vaccine by the end of June it will be wasted and we cannot send it back. Mr. Schadewald indicated we need a policy prepared in regard to changing prices as the County Board may not approve.

MOTION: To approve waiving the cost for the flu vaccine.

Van Deurzen / Crawford

MOTION CARRIED.

8. Executive Director's Report
No report.

9. Interim Director's Report

Anna indicated we are working on key tasks needed to merge successfully with Human Services through an Implementation Committee. We are currently looking at organizational chart and policies.

Anna indicates that a citizen has requested that the Green Bay Common Counsel rescind the resolution authorizing fluoride chemicals in public drinking water. Anna submitted materials 1) 1-31-17 email from Brenda Staudenmaier to City Council Members 2) Letter from Nancy Quirk to Anna Destree 3) Community Water Fluoridation article by the CDC 4) Brown County Community Water Fluoridation Talking Points – Public Health 5) 2013 Wisconsin Dental Association & Children's Health Alliance of Wisconsin information sheet 6) Tap into Healthy Teeth draft sample letter 7) sample speeches 8) Madison & Dane County Policy Statement 9) Wisconsin Public Health Association Resolution Regarding Community Water Fluoridation.

Anna is asking the Board of Health to recommend keeping the fluoridation levels as is and to write a letter to the Green Bay Protection and Welfare Committee endorsing community water fluoridation.

MOTION: To write a letter endorsing community water fluoridation

Crawford / Van Deurzen

MOTION CARRIED

Jim Crawford stated he would request the interim director refer all requests regarding wind turbines to the next board meeting for review by the Board of Health. Mr. Schadewald recommends for the next agenda to request corporation counsel to review the statutory duties of an interim health director or health director.

10. Correspondence

Drafted letter to Lafayette County from the Board of Health for signature by Jay Tibbetts and Richard Schadewald. Letters submitted by James Vanden Boogart and Darren Ashley. Receive and place on file.

11. Communications from Jim Crawford

- a. If the board would like to continue to allow statements on wind turbines the Board should include an agenda item on Shirley Wind every meeting.
Richard Schadewald suggested that Shirley Wind be on the agenda each month and Jim Crawford agreed.
- b. Review paper by Jerry Punch and Richard James handed out by Jim Vanden Boogart at the November 15, 2016 meeting and review letter from the state health officer and administrator handed out at the last meeting dated July 19, 2010.
Jim Crawford read a portion of a letter from the State of Wisconsin Health Department dated October 12, 2016, by Karen McKeown.

"Dr. Foldy came to the conclusion, based on the scientific and medical literature reviewed, and on consultations with colleagues in several state health departments and the Centers for Disease Control and Prevention (CDC), that "current scientific evidence is not sufficient to support a conclusion that contemporary wind turbines cause adverse health outcomes in those living at distances consistent" with the PSC siting rules."

Jim believes the Brown County Board of Health should be listening to the State of Wisconsin Department of Health and be aligned with their position.

Jim states that in the Jerry Punch and Richard James paper it indicates on page 14, *"While it is true that case series are prone to selection bias, and can at best suggest hypotheses...."* which he thought was noteworthy.

12. All Other Business Authorized by Law

Richard Schadewald states that Harold Pfothauer asked if we could meet earlier than 5 pm. Two board members work until at least 4:30 pm so it is not feasible to change the time of the meeting.

13. Annual Election of Board of Health Chairperson, Vice Chairperson per Chapter 35.01(5) of the Brown County Code of Ordinances

NOMINATION: Richard Schadewald for Chairperson.

Van Deurzen / Crawford

MOTION: To elect Richard Schadewald as Chairperson by unanimous consent.

Van Deurzen / Crawford

MOTION CARRIED

NOMINATION: James Crawford as Vice-Chairperson.

Van Deurzen / Sanchez

NOMINATION: Jay Tibbetts as Vice-Chairperson.

Schadewald / no second

MOTION: To elect James Crawford as vice-chairperson by unanimous consent.

Van Deurzen / Sanchez

MOTION CARRIED

14. Adjournment / Next Meeting Schedule

MOTION: To adjourn meeting

Van Deurzen / Crawford

MOTION CARRIED

NEXT MEETING: March 14, 2017 5:00 PM

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Monday, January 16, 2017

Board Members Present: B. Clancy, J. Mitchell, L. Franke

Board Members Excused: S. King, B. Osgood

Others Present: D. Zadnik, A. Nizzia, C. Maricque, J. Driessen

1. Call to Order

The meeting was called to order by Vice Chair B. Clancy at 3:30 PM.

2. Action Item: Approval of December 5, 2016 Board Minutes

Motion made by J. MITCHELL, seconded by L. FRANKE, that the minutes from the December 5, 2017 Board meeting be approved. MOTION CARRIED UNANIMOUSLY.

3. Action Item: Approval of Agenda

Motion made by J. MITCHELL, seconded by L. FRANKE, that the agenda for today's meeting be approved. MOTION CARRIED UNANIMOUSLY.

4. Action Item: Donations

Donations received since the last meeting were reviewed. The second payment of the Weyer's pledge for the Sensory Courtyard was noted. In addition, the De Pere Christian Outreach contribution was also discussed. A. Nizzia reported that the DePere Christian Outreach has provided donations to Syble Hopp for several years from its thrift store. In addition, DePere Christian Outreach also collects items for the school and provides clothing to our students if needed.

Motion made by J. MITCHELL, seconded by L. FRANKE, that this month's donations be approved. MOTION CARRIED UNANIMOUSLY.

5. Action Item: Payment of Bills

C. Maricque asked if there were any questions regarding the payments of bills. The first payment to CESA was mentioned.

Motion made by L. FRANKE, seconded by J. MITCHELL, that the payment of the bills be approved. MOTION CARRIED UNANIMOUSLY.

6. Action Item: Financial Report

C. Maricque reviewed the new format of the statements. The revenue report provides information on the total revenue budget compared to revenue received and reports the total remaining revenue budget for the year. The expenditure report provides both the total remaining expenditure budget for the year and an estimated variance to the expected budget as of November compared to the actual expenditures through November. L. Franke requested to meet to further discuss the

financial statements to gain a better understanding of the fund reporting.

Motion made by L. FRANKE, seconded by J. MITCHELL, that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.

7. Action Item: School Calendar

D. Zadnik noted that the calendar should be distributed to parents earlier in the school year, so they are able to plan for the next school year. The 2017-18 calendar is similar to the 2016-17 year. The calendar meets the requirements of DPI instructional hours. School will start on September 5th, since September 1st is a Friday. The days marked with slashes are early release days; most of which will allow for staff professional learning. Syble Hopp normally follows the West DePere School District calendar, so spring break may be different than other school districts. The holiday break is more consistent with other districts.

The date of the Holiday Program has been selected and will be added to the calendar. The Holiday Program will be December 20, 2017.

The calendar provides enough instructional hours to make up for almost three snow days. In the past teachers have approved the calendar, but this is no longer a negotiable item.

Motion made by J. MITCHELL, seconded by L. FRANKE, that the school calendar for the 2017-18 school year be approved. MOTION CARRIED UNANIMOUSLY.

8. Action Item: Hiring of staff (.2 FTE Early Childhood Teacher and .2 FTE Early Childhood Aide, January 3, 2017- June 1, 2017)

D. Zadnik indicated that this agenda item was to show that Laurie Sukowaty will fill the teacher position and Denise Madison will fill the aide position.

Motion made by J. MITCHELL, seconded by L. FRANKE, that the hiring of Laurie Sukowaty (.2 FTE EC Teacher) and Denise Madison (.2 FTE EC Aide) at Altmayer Elementary School as recommended by administration be approved. MOTION CARRIED UNANIMOUSLY.

9. Action Item: The 2015-16 Audit Report

C. Maricque mentioned that there were no correction actions or management recommendations in the 2015-16 financial audit. The combined statement of revenues report a use of fund balance due to the completion of the Sensory Courtyard capital project. Donations for the project were received in the 2014-15 school year and spent in 2015-16. The statements reported by fund can be found on page 13 and 14 which illustrate an increase of \$395,126 in the General Fund balance.

1c

Motion made by L. FRANKE, seconded by J. MITCHELL, that the 2015-16 Audit Report conducted by Schenk and Associates be accepted. MOTION CARRIED UNANIMOUSLY.

10. Discussion Item: Administrators' Report

D. Zadnik provided an update on the memorandum of agreement with DPI for the Alternate Reporting Method (ARM) for this school year. At this time there were errors on the report, but the errors needed to be corrected by DPI. As part of this agreement, Syble Hopp will need to implement a student information system by July 1, 2017. System requirements were sent to vendors and we received four quotes from potential vendors. Two vendors were requested to provide demonstrations of their software. We will be recommending that a contract with Infinite Campus be approved by the board at the February meeting. The new system will enhance many of our current processes that are being done manually.

In addition, D. Zadnik noted that the teachers union did not recertify in December, so they cannot bargain wages. Administration is currently working on a plan to provide the teachers with an increase for the 2016-17 school year and will bring their recommendations to the February board meeting.

A. Nizzia discussed the ALICE training that was provided by members of the DePere Police Department. The final part of the Police Department's training was provided today for an active intruder. Staff stepped up and were very sensitive to their surroundings and were fast acting. A. Nizzia felt that the training helped replace staff members' anxious feelings with empowerment. In the past, there were intruder signs similar to other drills that provided locations to hide in the building. Instead, the current training taught new methods to survive by possibly fighting or doing whatever is necessary to get out of the building. The staff will continue to work on the training.

An update the Wisconsin Education Career Access Network (WECAN) was provided by A. Nizzia. There are 16 applicants for the substitute posting. The interviews for applicants have gone great.

A. Nizzia informed the board that three new students have started since the coming back from the holiday break. One of the new students has an aide provided by the district. Another student moved from Idaho to attend Syble Hopp.

11. Discussion Item: Parent Organization Report

A Nizzia provided an update for the Parent Organization. There are still nuts available for sale. The Winter Blast will be held on Friday, February 10th. The parents put on a luncheon for staff today, January 16th. In addition, included in the agenda packet was an update on the organization's goals, financials, and benefits provided by the Parent Organization Secretary that was mailed all parents.

1c

12. Discussion Item: Administrator Search Update

J. Mitchell informed the board that the position has been posted on three different sites. Exec Connect felt there was a good response from the four focus groups which allowed them to provide a clear and accurate description of Syble Hopp. Resumes are currently being collected. The WECAN and Syble Hopp website posting have been updated to ensure applicants go to Exec Connect to complete an application. Potential applicants have also reached out to D. Zadnik.

13. Action Item: Adjournment

Prior to adjournment, L. Franke requested the February meeting be moved to February 27, 2017 and the May meeting be moved to May 8, 2017. Members present agreed upon the change. S. King and B. Osgood will be notified of the new meeting dates.

**Motion made by J. MITCHELL, seconded by L. FRANKE, to adjourn at 4:15 PM.
MOTION CARRIED UNANIMOUSLY.**

Syble Hopp School

DONATIONS – February 2017 BOARD MEETING		
DONOR	AMOUNT	ITEM/PURPOSE
Country Critters		School supplies, underwear, socks, etc.
Jason Bavinck		Portable speaker for the music dept.
Tasha Widmer		Weighted vest for OT dept.
Knights of Columbus #10260	\$1,019.15	Camp SOAR
Schneider National Foundation	\$25,000	Sensory Courtyard
The Meshke Family	\$25	Music Department
Godfrey & Kahn, SC	\$100	Hopp Needs- In memory of Lorraine Franken
Roy & Susan Robertson	\$25	Hopp Needs – In memory of Lorraine Franken
Dr. Goolsby	\$140	Hopp Needs – Aurora Health Care Employee Partnership Campaign
Green Bay Gamblers	\$129	Teachers Dash for Cash + \$25 gift card to School House
Broadway Automotive	\$100	Hopp Needs -In Memory of Lorraine Franken
Sharon Carlson	\$25	Hopp Needs - In Memory of Lorraine Franken
Christine & Daniel Linnane	\$30	Hopp Needs - In Memory of Lorraine Franken
Scott Flora		Boxes of copier paper and cardstock
Badgerland Printing	\$100	Off the printing of Winter Blast material
Hospital Sisters Health System	\$115	Hopp Needs – Jeans Day proceeds
Total Donation \$	26,808.15	

Support Information #4

Report Date 02/14/17 04:46 PM

Page No 1

SYBLE HOPP SCHOOL

Check Date 12/01/16 - 12/31/16

Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
ADVANCED DISPOSAL SERVICES INC							
	0100000817	12/23/16	B80000562734		October 16 Trash Service & Extra Pickup	7-10-100-323-253000-019-0000000-2	128.94
	0100000817	12/23/16	B80000566980		November (11/1-11/30/16) Trash Service	7-10-100-323-253000-019-0000000-2	128.94
					Check Total		257.88
APPLETON AREA SCHOOL DISTRICT							
	0100000809	12/20/16	APT 162 17 CAT F		Transit of Categorical Aid Pmt 1 & 2	7-27-800-936-491000-019-0000000-2	1,768.00
					Check Total		1,768.00
AT&T							
	0100000797	12/06/16	9203383429826 11		Duplex phones Nov-Dec	7-27-100-999-158000-019-0000000-2	32.50
					Check Total		32.50
BADGERLAND PRINTING INC							
	0100000805	12/13/16	28799		Double Sided Brochures Tri Fold	7-27-100-354-158000-019-0000000-2	34.00
					Check Total		34.00
	0100000810	12/20/16	28827		Holiday programs	7-27-100-354-158000-019-0000000-2	125.00
					Check Total		125.00
	0100000818	12/23/16	28980		January Connection Newsletter	7-27-100-354-158000-019-0000000-2	145.00
					Check Total		145.00
BROWN COUNTY							
	0100000819	12/23/16	1900476		2016 Real Estate Hopp Storm Water Mgmt	7-10-100-381-253000-019-0000000-2	2,980.58
	0100000819	12/23/16	1900569		2016 Tax- Patriot WY-Storm Water Mgmt	7-10-100-324-254300-019-0000000-2	114.80
					Check Total		3,095.38
					Vendor Total		3,095.38

10

Check Date 12/01/16 - 12/31/16

Vendor Detail Report

ENVEN10A

Vendor	Check Key	Check Date	Invoice No	PO No	Description	Account No	Amount
CELLCOM	0100000820	12/23/16	864988		Cellphone Monthly Charge 12/16-1/15/17	7-10-100-355-262300-019-000000-2	137.69
					Check Total		137.69
COUNTRY KIDS INC	0100000798	12/06/16	SH007		OT Services for EC	7-27-110-310-218100-317-000000-2	787.50
					Check Total		787.50
					Vendor Total		137.69
	0100000821	12/23/16	SH008		Therapy Fees 12/7- 12/21/2016	7-27-110-310-218100-317-000000-2	472.50
					Check Total		472.50
COUNTRY VISIONS COOPERATIVE	0100000801	12/13/16	1036914	11-16	Maintenance Supplies	7-10-100-411-253000-019-000000-2	6.91
	0100000801	12/13/16	1036914	11-16	Vehicle Inspection	7-27-100-344-256750-011-000000-2	10.00
	0100000801	12/13/16	1036914	11-16	Diesel for Bug	7-27-100-348-256610-011-000000-2	157.50
					Check Total		174.41
					Vendor Total		174.41
DE PERE Y-MART	0100000802	12/13/16	SHS 11-16		November School Vehicle Fuel Purchases	7-27-100-348-256610-011-000000-2	227.21
					Check Total		227.21
DEAN FOODS OF WI	0100000803	12/13/16	1078581	11-16	November Milk Purchases	7-50-800-415-257240-000-000000-2	342.51
					Check Total		342.51
					Vendor Total		342.51
DENMARK SCHOOL DISTRICT	0100000811	12/20/16	ROOM AGMT 2017		Rent for rooms at Denmark Schools	7-27-101-999-159000-019-000000-2	2.00
	0100000811	12/20/16	DMK 1&2 CAT AID		DMK Transit of Categorical Aid Pmt 1&2	7-27-800-936-491000-019-000000-2	8,256.00
					Check Total		8,258.00
					Vendor Total		8,258.00

Report Date 02/14/17 04:46 PM

SYBLE HOPP SCHOOL

Page No 3

Check Date 12/01/16 - 12/31/16

Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
JP Morgan Chase	801000						
	0100000808	12/20/16	PCARD 11-16		First Class Mailing of Large Envelopes	7-27-800-353-232100-019-000000-2	5.76
	0100000808	12/20/16	PCARD 11-16		Rekey in House Lock	7-10-100-323-253000-019-000000-2	30.00
	0100000808	12/20/16	PCARD 11-16		Rugs/Wats in doorways	7-10-100-323-253000-019-000000-2	112.82
	0100000808	12/20/16	PCARD 11-16		Replacement Circuit Breaker	7-10-100-411-253000-019-000000-2	35.41
	0100000808	12/20/16	PCARD 11-16		Large & Medium Nitrile Gloves for School	7-27-100-411-155000-019-000000-2	364.30
	0100000808	12/20/16	PCARD 11-16		Kordy Weighted Giraffe Calming for Child	7-27-110-411-152000-317-000000-2	39.59
	0100000808	12/20/16	PCARD 11-16		Primary Art Smocks Altrayer	7-27-110-411-152000-317-000000-2	24.12
	0100000808	12/20/16	PCARD 11-16		Elementary Mailing of Large Envelopes	7-27-800-353-232100-019-000000-2	7.33
	0100000808	12/20/16	PCARD 11-16		4 rolls Stamps & Mailing Large Envelopes	7-27-800-353-232100-019-000000-2	193.97
	0100000808	12/20/16	PCARD 11-16		First Class Mailing of Large Envelopes	7-27-800-353-232100-019-000000-2	17.18
	0100000808	12/20/16	PCARD 11-16		First Class Mailing of Large Envelopes	7-27-800-353-232100-019-000000-2	7.54
	0100000808	12/20/16	PCARD 11-16		First Class Mailing Large Envelopes	7-27-800-353-232100-019-000000-2	12.15
	0100000808	12/20/16	PCARD 11-16		Holders, Paper Clips, Copy Paper	7-27-800-411-232100-019-000000-2	201.95
	0100000808	12/20/16	PCARD 11-16		School House Credit from July	7-27-800-411-232100-019-000000-2	- .50
					Check Total		1,051.62
KYLES CONSULTING	114953				Vendor Total		1,051.62
	0100000822	12/23/16	NOVEMBER 2016		Contracted Monthly SBS/NAC Fee-Nov	7-27-800-310-223300-019-000000-2	900.00
					Check Total		900.00
					Vendor Total		900.00

10

Check Date 12/01/16 - 12/31/16

Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
LAMERS BUS LINES INC							
			104534				
	0100000804	12/13/16	502059		Transportation to Ashwaubenon Lanes	7-27-100-341-256750-011-000000-2	42.22
	0100000804	12/13/16	61631		Transportation for November	7-27-100-341-256750-011-000000-2	1,015.30
	0100000804	12/13/16	502333		SYBLE HOPP Transportation for November	7-27-100-341-256750-011-000000-2	10,277.89
	0100000804	12/13/16	502333		EDP Friday Transportation for November	7-27-101-341-256750-011-000000-2	490.93
	0100000804	12/13/16	61630		Transportation for November	7-27-100-341-256750-011-000000-2	778.75
	0100000804	12/13/16	502333		ILP Transportation for November	7-27-101-341-256750-011-000000-2	2,889.33
	0100000804	12/13/16	502333		EDP Transportation for November	7-27-101-341-256750-011-000000-2	4,529.97
	0100000804	12/13/16	61647		Transportation November MP	7-27-100-341-256750-011-000000-2	591.89
	0100000804	12/13/16	502333		Denmark Transportation for November	7-27-101-341-256750-011-000000-2	4,053.67
Check Total							24,669.85
PULASKI SCHOOL DISTRICT							
	0100000812	12/20/16	501729		2 Tires and Turn Signal	7-27-100-324-256510-011-000000-2	913.50
	0100000812	12/20/16	501769		Transportation to Ashwaubenon Lanes	7-27-100-341-256750-011-000000-2	37.81
	0100000812	12/20/16	501770		Transportation to Ashwaubenon Lanes	7-27-100-341-256750-011-000000-2	33.40
	0100000812	12/20/16	501771		Transportation to Ashwaubenon Lanes	7-27-100-341-256750-011-000000-2	34.47
	0100000812	12/20/16	501773		Transportation to YMCA	7-27-100-341-256750-011-000000-2	43.02
	0100000812	12/20/16	501892		December transportation	7-27-100-341-256750-011-000000-2	34,129.72
	0100000812	12/20/16	500465		Transportation to Marq	7-27-100-346-256750-011-000000-2	148.70
	0100000812	12/20/16	502369		Transportation to Ashwaubenon Lanes	7-27-100-341-256750-011-000000-2	32.20
	0100000812	12/20/16	501729		Labor for bus light and tire replacement	7-27-100-324-256510-011-000000-2	120.00
Check Total							35,492.82
PULASKI SCHOOL DISTRICT							
		106517					60,162.67
	0100000813	12/20/16	PUL 1&2 17 CAT ;		Pul Transit of Categorical Aid Pmt 1&2	7-27-800-936-491000-019-000000-2	2,862.00
Check Total							2,862.00
RAE-COR DISTRIBUTING LLC							
		106583					2,862.00
	0100000823	12/23/16	70569		Rock Salt and Ice Melt	7-10-100-411-253000-019-000000-2	313.70
Check Total							313.70
Vendor Total							313.70

10

Check Date 12/01/16 - 12/31/16

Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	PO No	Description	Account No	Amount
SWISHER HYGIENE FRANCHISE CORP							
	0100000806	12/13/16	3963994		Sanitizer for Kitchen	7-50-800-411-257100-000-0000000-2	221.00
					Check Total		221.00
TDS METROCOM							
	0100000807	12/13/16	9203364167	12/16	Hopp Phones Dec-Jan	7-10-100-355-253300-019-0000000-2	136.40
					Check Total		136.40
UNIFIED SCHOOL DIST OF DE PERE							
	0100000814	12/20/16	DP ROOM 2017		Rental for room at DePere Schools	7-27-101-999-159000-019-0000000-2	5.00
					Check Total		5.00
WEST DE PERE SCHOOL DISTRICT							
	0100000815	12/20/16	WDP FOOD 11/16		November Food Service	7-50-800-310-257100-000-0000000-2	4,186.05
					Check Total		4,186.05
WI DEPT OF JUSTICE							
	0100000799	12/06/16	G2841 201610		Background checks for Oct	7-27-800-310-230000-019-0000000-2	49.00
					Check Total		49.00
WISCONSIN PUBLIC SERVICE							
	0100000800	12/06/16	1706266275-00000		Garage November Electric	7-10-100-336-253300-019-0000000-2	28.80
	0100000800	12/06/16	1706266275-00000		Hopp November Gas	7-10-100-331-253300-019-0000000-2	1,041.36
	0100000800	12/06/16	1706266275-00000		Duplex November Gas and Electric	7-27-100-999-159000-019-0000000-2	117.71
	0100000800	12/06/16	1706266275-00000		Hopp November Electric	7-10-100-336-253300-019-0000000-2	4,641.11
					Check Total		5,828.98
WRIGHTSTOWN SCHOOL DISTRICT							
	0100000816	12/20/16	WRST ROOM 2017		Room Rental at Wrightstown School	7-27-101-999-159000-019-0000000-2	2.00
					Check Total		2.00
					Vendor Total		2.00
					Grand Total		91,576.00

Syble Hopp Balance Sheet as of December 31, 2016

ACCOUNT DESCRIPTION	12/31/16
GENERAL FUND	
CASH	3,486,271.85
TOTAL ASSETS	3,486,271.85
ACCOUNTS PAYABLE	12,852.43
TOTAL LIABILITIES	12,852.43
EQUITY ACCOUNT	3,690,196.39
REVENUE CONTROL	18,422.93
EXPENSE CONTROL	(235,199.90)
TOTAL FUND BALANCE	3,473,419.42
SPECIAL EDUCATION FUND	
CASH ACCOUNT	(1,508,057.02)
TOTAL ASSETS	(1,508,057.02)
PAYABLE ACCOUNT	106,702.75
TOTAL LIABILITIES	106,702.75
REVENUE CONTROL	654,057.16
EXPENSE CONTROL	(2,268,816.93)
TOTAL FUND BALANCE	(1,614,759.77)
FOOD SERVICE FUND	
CASH	28,505.54
TOTAL ASSETS	28,505.54
ACCOUNTS PAYABLE	4,171.54
TOTAL LIABILITIES	4,171.54
FUND BALANCE EQUITY	23,574.06
REVENUE CONTROL	22,243.25
EXPENSE CONTROL	(21,483.31)
TOTAL FUND BALANCE	24,334.00

1c

Syble Hopp Revenue Summary for the Month Ended December 31, 2016

DESCRIPTION	2016-2017 Budget		Actual Amount	TOTAL BUDGET		COMMENTS
	Budget	Remaining		Budget	Remaining	
GENERAL FUND						
PAYMENT IN LEAU OF TAXES	2,802,612.00	-	-	2,802,612.00	Revenue is received in January	
INTEREST	22,000.00	12,244.53	12,244.53	9,755.47	Interest is trending higher than budget	
RENT (DUPLEX)	9,000.00	4,500.00	4,500.00	4,500.00		
MISCELLANEOUS	11,000.00	1,678.40	1,678.40	9,321.60	Budgeted donations that were recognized in SOAR	
TOTAL GENERAL FUND	2,844,612.00	18,422.93	18,422.93	2,826,189.07		
SPECIAL REVENUE FUND						
OPERATING TRANSFER IN	-	26,651.50	26,651.50	(26,651.50)	Funds transferred from donations for purchase of van.	
STUDENT FEES	2,500.00	2,458.00	2,458.00	42.00		
GIFTS	-	26,651.50	26,651.50	(26,651.50)	Funds transferred from Parent Organization for purchase of van.	
SOAR STUDENT REGISTRATIONS	22,000.00	20,505.00	20,505.00	1,495.00	Includes \$5,000 in donations for program.	
EC GRANT \$'S FROM DISTRICTS	35,060.00	-	-	35,060.00	Early childhood grants are received later in year.	
TRANSIT OF FLOW THRU DISTRICT	67,000.00	-	-	67,000.00	Flow-thru is received later in year.	
TUITION-SCH DIST (NON-OPN ENR)	296,000.00	171,376.35	171,376.35	124,623.65	Includes tuition for Appleton, Pulaski and Denmark. Actual revenue will be \$282,800 after all payments have been received.	
TRANSIT OF STATE AIDE (CESA)	213,938.00	-	-	213,938.00	First payment from CESA will be received in February.	
CESA 7 - REIMB SUBS	2,000.00	-	-	2,000.00		
HANDICAPPED AID FROM STATE	1,216,000.00	362,978.00	362,978.00	853,022.00	First payment was received in November.	
GENERAL STATE AID	1,500,000.00	-	-	1,500,000.00	Revenue is received at the end of the school year.	
HIGH COST KIDS (STATE)	35,000.00	-	-	35,000.00	Submitted \$18,360 in claims for high cost kids in December. Actual revenue will be less than claim, so there will be a shortfall in this revenue.	
MEDICAID REIMBURSEMENT	250,000.00	43,436.81	43,436.81	206,563.19	Revenue is remaining billings from 2016.	
TOTAL SPECIAL REVENUE FUND	3,639,498.00	654,057.16	654,057.16	2,985,440.84		
FOOD SERVICE FUND						
STUDENT LUNCH	35,000.00	13,144.05	13,144.05	21,855.95		
ADULT LUNCH	1,200.00	416.10	416.10	783.90		
FOOD SER/STATE AID	1,000.00	-	-	1,000.00		
FOOD SERVICE/FED AID	36,268.00	8,683.10	8,683.10	27,584.90		
FED AID/COMMODITIES	5,600.00	-	-	5,600.00	Commodity Aid is reported at the end of the year.	
TOTAL FOOD SERVICE REVENUE FUND	79,068.00	22,243.25	22,243.25	56,824.75		

Syble Hopp Expenditures Summary for the Month Ended December 31, 2016

DESCRIPTION	2016-2017	BUDGET AS OF		Actual Amount	TOTAL		VARIANCE TO	COMMENTS
	BUDGET	12/31/2016	BUDGET		BUDGET AS OF			
GENERAL FUND								
LIBRARY MEDIA RESOURCES & SERVICES	6,333.00	3,166.50	8,575.42	(2,242.42)	(5,408.92)	Server Migration Project \$6,000 was not budgeted in 16/17.		
FISCAL/FINANCE	164,423.00	82,211.50	75,521.51	88,901.49	6,689.99	Bookkeeper position was split, so savings in benefits.		
BUILDING OPERATION	191,016.00	95,508.00	100,975.03	90,040.97	(5,467.03)	Warranty agreements for the year have been paid. Dectron Unit Repair of \$7,754 was not budgeted. These expenditures are partially offset by gas and electric useage in winter will be higher.		
DUPLEX	350.00	175.00	114.80	235.20	60.20			
FACILITIES ACQUISITION/REMODELING	5,060.00	2,530.00	4,210.00	850.00	(1,680.00)	Budgeted roofing and gym floor projects were completed in the summer		
FOOD SERVICES			-					
TELEPHONE	3,520.00	1,760.00	1,639.34	1,880.66	120.66			
OPERATIONS	5,000.00	2,500.00	-	5,000.00	2,500.00	Budgeted computer supplies and laptop have not been purchased since migration was not budgeted.		
INSURANCE AND JUDGMENTS	37,316.00	18,658.00	16,209.00	21,107.00	2,449.00	Worker Comp and casualty expected to increase in last half of fiscal year.		
COUNTY IDC AND TECHNOLOGY SERVICES	58,554.00	29,277.00	27,954.80	30,599.20	1,322.20	Will increase in last half of fiscal year.		
TOTAL GENERAL FUND	471,572.00	235,786.00	235,199.90	236,372.10	586.10			
SPECIAL REVENUE								
EARLY CHILDHOOD	372,337.00	128,885.88	126,601.70	245,735.30	2,284.18	Speech therapist resigned as of 11-3-2016. CESA employee to transfer in January - budget includes this position for January - June.		
SPEECH/LANGUAGE	498,635.00	172,604.42	147,053.98	351,581.02	25,550.44	Current year increase has not been given to teachers. After the increase, employee expenditures will be close to budget. Currently there are savings in benefits.		
COGNITIVE DISABILITIES	2,003,612.00	693,558.00	651,704.71	1,351,907.29	41,853.29	CESA employee to transfer in January - budget includes this position for January - June.		
RETIREE INSURANCE	28,000.00	14,000.00	64,515.50	(36,515.50)	(50,515.50)	The retiree escrow accounts in the amount of \$39,780 were transferred to their VEBA accounts in December. In addition, budget did not include new retiree.		
EC INSTRUCTIONAL AIDES	80,268.00	27,785.08	25,817.00	54,451.00	1,968.08	One aide did not start until October. Four aides will be transferring from CESA in January, total budget includes their positions for January-June.		
CD INSTRUCTIONAL AIDES	1,058,325.00	366,343.27	311,833.72	746,491.28	54,509.55	Long-term sub hired for staff member		
CD SUB TEACHERS/AIDES	38,755.00	17,224.44	23,378.91	15,376.09	(6,154.47)	leave		

Syble Hopp Expenditures Summary for the Month Ended December 31, 2016

DESCRIPTION	2016-2017 BUDGET	BUDGET AS OF 12/31/2016	Actual Amount	TOTAL BUDGET REMAINING	VARIANCE TO BUDGET AS OF 12/31/2016	COMMENTS
EC SUB TEACHERS/AIDES	3,229.00	1,435.11	1,026.98	2,202.02	408.13	
SPECIALTY TEACHERS	138,059.00	47,789.65	54,624.88	83,434.12	(6,835.23)	Additional stipend given for Special Olympics that was budgeted in CD. Part-time positions have worked additional hours. In addition, a position was budgeted at the single rate for insurance.
DIRECTION OF SOCIAL WORK	70,648.00	24,455.08	24,826.22	45,821.78	(371.14)	
NURSING	47,897.00	-	-	47,897.00	-	Position does not transfer until January. Savings from part-time position budgeted, but no longer filled. Partially offset by medical billing for therapists.
OCCUPATIONAL THERAPY	235,006.00	81,348.23	78,039.21	156,966.79	3,309.02	
PHYSICAL THERAPY	78,670.00	27,231.92	27,343.28	51,326.72	(111.36)	
SUPERVISION AND COORDINATION	283,618.00	141,809.00	122,176.58	161,441.42	19,632.42	Medical services lower than budgeted, but this will be offset when the outstanding bill with MJ Care is settled.
GENERAL ADMINISTRATION	7,855.00	3,927.50	8,304.00	(449.00)	(4,376.50)	Payment for Exec Connect
OFFICE OF THE SUPERINTENDENT	137,320.00	68,660.00	87,958.53	49,361.47	(19,298.53)	Retired Administrator's payout occurred in November
VEHICLE ACQUISITION	-	-	53,303.00	(53,303.00)	(53,303.00)	Offset by Revenue from Donations and Parent Organization
VEHICLE REPAIR AND FUEL	10,800.00	5,400.00	2,507.25	8,292.75	2,892.75	
TRANSPORTATION AND BUS AIDES	697,330.00	280,659.07	257,908.22	439,427.78	22,750.85	Savings in district transportation.
UNEMPLOYMENT	9,369.00	3,243.12	3,034.73	6,334.27	208.39	
CESA SERVICES	198,341.00	184,674.33	179,498.53	18,842.47	5,175.80	Employee on leave, so CESA expenditures were less than expected.
TRANSIT OF AID TO DISTRICTS	74,000.00	24,666.67	17,360.00	56,640.00	7,306.67	First payments are in December. Howard Suamico did not make its tuition payment until January, so aid has not been transferred to them. Wrightstown paid its tuition with Federal Funding, so there will not be transit of aid to them.
TOTAL SPECIAL REVENUE FUND	6,072,080.00	2,315,700.78	2,268,816.93	3,803,263.07	46,883.84	
FOOD SERVICES						
DIRECTON OF FOOD SERVICES	68,918.00	30,630.22	19,871.00	49,047.00	10,759.22	Personnel costs have not been allocated to Food Service but have been budgeted.
FOOD - LUNCH PROG	500.00	222.22	-	500.00	222.22	
FOOD	5,600.00	2,488.89	-	5,600.00	2,488.89	Commodity charges are not recorded until the end of the year.
MILK - LUNCH PROG	4,050.00	1,800.00	1,612.31	2,437.69	187.69	
TOTAL FOOD SERVICE FUND	79,068.00	35,141.33	21,483.31	57,584.69	13,658.02	

NOTE: Year to date budget is annualized by month or number of pay periods depending on the type of expenditure.

10

Brown County Children With Disabilities Education Board

**Syble Hopp School
755 Scheuring Road
De Pere, WI 54115**

**Phone: (920) 336-5754
Fax: (920) 336-7262
www.syblehopp.org**

February 20, 2017

TO: Brown County Children with Disabilities Board
FROM: David Zadnik, Interim Administrator
SUBJECT: Staff Salary Increases

Administrative and paraprofessional staff received a 2% increase for the 2016-17 school year. Teachers and therapists still need to receive their increase for the 2016-17 school year. We are proposing a 2% increase to the base wages for teachers to be in line with the increase for the other staff. The 2% wage increase will increase total base wages by \$42,866 and will be retroactive to 9/1/2016. The increase distribution to individual teachers and therapists will be per capita based upon teacher FTE, or \$950 per 1.0 FTE.

In addition, we are proposing to add \$1,000 to the base pay for teachers who have worked for the BCCDEB for 3-5 years and \$2,000 to the base pay for teachers who have worked for the BCCDEB for 6 years in an effort to recognize their experience. Teachers in these categories still have a base pay that is at the entry level for a new teacher with no additional experience. The total additional pay for teachers who have worked for BCCDEB for 3-6 years will be \$7,000.

Finally, we are proposing an increase for a teacher aide that was hired in 2011 whose wages are significantly lower than other aides that were hired near her hire date. We are proposing to increase her wages from \$15,593 to \$19,629.

The following table summarizes the proposed increased wages and fringes related to the increases:

Description	Salary	Fringe	Total
Teacher/Therapist 2% Increase	42,866	6,936	49,802
Teacher Experience	7,000	1,139	8,139
Aide Increase	4,036	650	4,686
Total	53,902	8,725	62,627

The 2% wage increase is included in the 2016-17 budget. The remaining increases will be funded by savings recognized in aide positions.

Memo

To: David Zadnik
Fr: John J. Driessen
Date: February 16, 2017
RE: Student Information System

The purpose of this memorandum is to recommend that we purchase a Student Information System from Infinite Campus for the 2017-2018 school year.

Wisconsin Department of Public Instruction required all school districts to have a functional student information system for the purpose of student reporting starting with the 2016-17 school year by July 1, 2016. We were not able to meet that deadline thus requiring us to complete required work using a temporary reporting system - Alternative Recording Method.

In January of 2017, we were required to sign a memorandum of understanding to purchase and functionally operate a student information system by July 1, 2017. Attached is that memo of understanding.

We secured three bids from the recommended list provided by the Department of Public Instruction. Infinite Campus was the best option for our needs with a responsible price. Also attached to this memo is the contract from Infinite Campus for the 2017-2018 school year. The first year cost is \$9,713.75 which is substantially lower than the other bids.

Please see me if you have any questions.

lc

Syble Hopp School , WI - Proposal				
		Cost Per	Quantity	Extended
Year 1				
Recurring Costs (required)				
	License	\$ 5.00	185	\$ 925.00
	Support	\$ 1,800.00	1	\$ 1,800.00
	Cloud Hosting	\$ 0.75	185	\$ 138.75
	Total Campus			\$ 2,863.75
				\$ -
				\$ -
Recurring Costs (optional)				
	Campus Academy	\$ 1,000.00	1	\$ 1,000.00
	Data Extract Utility	\$ -	1	\$ -
	Data Health Check	\$ 500.00	1	\$ 500.00
	Total Services			\$ 1,500.00
Implementation				
	Implementation Planning Meeting	\$ 1,200.00	0.5	\$ 600.00
	Production Site Creation	\$ 1,200.00	0.25	\$ 300.00
	Data Conversion	\$ -	1	\$ -
	WebEx Training	\$ 1,200.00	2.5	\$ 3,000.00
	Onsite Teacher Training/Support	\$ 1,200.00	0.5	\$ 600.00
	Implementation Cost			\$ 4,500.00
	Estimate travel cost (only actual billed)	\$ 850.00	1	\$ 850.00
Total Year 1				\$ 9,713.75
Annual Renewal (after Year 1)				\$ 4,363.75

NOTES:

- No special ed data is included in data conversion
- Data conversion not included, customer will enter data
- Training assumes District is doing all teacher training
- No standards based grading is included in training
- This proposal pricing is valid until: 3/10/2017

MEMORANDUM OF UNDERSTANDING

By and Between the Wisconsin Department of Public Instruction (DPI) and
~~Brown County Children in Distress~~ (School District)
~~Education Board (BCCDEB)~~

WHEREAS, under 2013 Wisconsin Act 20, the DPI was required to develop a proposal for a multiple-vendor student information system (SIS) for the standardized collection of pupil data. The proposal would allow schools and school districts to use their vendor of choice and include reporting requirements that can reasonably be met by multiple vendors.

WHEREAS, DPI's proposal was approved by the Joint Committee on Finance in January of 2014, mandating that the State Superintendent ensure that information about pupils including their academic performance and demographic information, aggregated by school district, school, and teacher, is collected and maintained in a compliant SIS.

WHEREAS, the ~~School District~~^{CDEB} has a SIS that is not Wisconsin Ed-FI compliant and is not able to share data with DPI as required under state law.

NOW THEREFORE, the DPI and the ~~School District~~^{CDEB} agree to all of the following:

1. The DPI shall make available an Alternative Reporting Mechanism (ARM) to allow the school to submit the required data for the 2016-17 school year only.
2. The ~~School District~~^{CDEB} shall timely submit all required data elements, as specified by the DPI, using the ARM for the 2016-17 school year.
3. The ~~School District~~^{CDEB} shall implement a Wisconsin WISEdata Ed-FI compliant certified SIS by July 1, 2017.
4. The ~~School District~~^{CDEB's} SIS shall be operational and able to exchange data with the DPI by July 1, 2017.
5. Both signatories represent they have authority to sign this memorandum of understanding (MOU) and bind their respective party to the terms and provisions of this MOU.

For the School District:

For the DPI

Date: 12/15/2016

Date: 12/15/2016


 [Administrator Name]
 District Administrator


 Kurt Krieger
 Assistant State Superintendent

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Monday, February 27, 2017

Board Members Present: S. King (by phone), B. Clancy, J. Mitchell, L. Franke, R. Osgood,

Others Present: D. Zadnik, A. Nizzia, C. Maricque, J. Driessen

Call to Order – The meeting was called to order by Vice Chair B. Clancy at 3:30 PM.

1. Action Item: Approval of January 16, 2017 Board Minutes

Motion made by J. MITCHELL, seconded by L. FRANKE, that the minutes from the January 16, 2017 Board meeting be approved. MOTION CARRIED UNANIMOUSLY.

2. Action Item: Approval of Agenda

Motion made by J. MITCHELL, seconded by R. OSGOOD, that the agenda for today's meeting be approved. MOTION CARRIED UNANIMOUSLY.

3. Action Item: Donations

Motion made by R. OSGOOD, seconded by L. FRANKE, that this month's donations be approved. MOTION CARRIED UNANIMOUSLY.

4. Action Item: Payment of Bills

Motion made by L. FRANKE, seconded by J. MITCHELL, that the payment of the bills be approved. MOTION CARRIED UNANIMOUSLY.

C. Maricque asked if there were any questions regarding the payments of bills. The first transit of categorical aide payments were made to districts that paid their tuition bills.

5. Action Item: Financial Report

L. Franke asked why there were two budget columns on the expenditure report. C. Maricque indicated that the first column was the annual budget and the second was an estimated budget as of 12-31-16.

Motion made by J. MITCHELL, seconded by L. FRANKE, that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.

6. Action Item: Staff Salary Increases 2016-17

D. Zadnik reviewed the proposed 2% increase for teachers and therapists which is consistent with the increases provided to other staff earlier in the school year. The increase will be retroactive to the beginning of the school year. An additional \$7,000 in total will be distributed to staff who have been at the school for 3-6 years that are still at the entry level. When Act 10 was enacted, it allowed schools to move from the salary schedules that outlines past teacher increases. These teachers are making the same as first year teachers because they have only

1C

received cost of living increases and the starting level has increased each time with the cost of living. Finally, an increase was requested for an aide that is making substantially less than other aides hired during the same time period.

Motion made by J. MITCHELL, seconded by R. OSGOOD, that the staff salary increases for the 2016-17 school year be approved. MOTION CARRIED UNANIMOUSLY.

7. Action Item: Student Information System

WI DPI is requiring all schools to implement a student informational system to allow student information to be electronically uploaded to the State WISEdata collection system. Since BCCDEB does not have a student information system in place, DPI required a memorandum of understanding be signed that required a system to be implemented by July 1, 2017. Infinite Campus provided the lowest qualified bid. Infinite Campus is one of the top student information systems. The system was cost effective and provided the best opportunity to implement improvements to the school student tracking system. Although the system is being implemented due to the State's requirement, it will provide many useful tools for the staff and administration.

Question was raised whether charter and private schools are required to implement a student system. Charter schools are required to implement a system. Walworth County CDEB already has a student tracking system and will also be reporting electronically to WISEdata.

Motion made by L. FRANKE, seconded by R. OSGOOD, that the contract with Infinite Campus for the 2017-18 school year be approved. (\$9,713.75). MOTION CARRIED UNANIMOUSLY.

8. Action Item: Staffing

Deb Koehler submitted her resignation. She will be retiring after the 2016-17 school year. D. Zadnik discussed her dedicated service and highlighted that she has accomplished many things for the CDEB and implemented new beneficial programs.

Motion made by J. MITCHELL, seconded by R. OSGOOD, that the retirement of Deborah Koehler at the conclusion of the 2016-17 school year be accepted. MOTION CARRIED UNANIMOUSLY.

9. Discussion Item: Excess Courtyard Funds

The Sensory Courtyard capital account currently has \$200,000 and there are still \$176,000 in pledges. The completed project came in at about \$1.43 million which was less than the expected \$1.8. These savings were due the electrical and project management work being donated. The BCCDEB has an obligation to ensure the funds are spent as the donor intended. Due to the large balance, donors may be willing relax the restrictions of the funds and allow for other capital/maintenance needs of the school. Prior to any funds being requested to be used for other purposed, the maintenance requirements of the Sensory Courtyard will need to be reviewed. The funds will remain in a capital maintenance fund for the Sensory Courtyard until the topic can be reviewed further. The discussion was tabled until

1C

March when more information could be provided.

10. Discussion Item: Administrators' Report

Administrative staff is currently working on the 2017-18 budget.

A part-time employee is cleaning the school once per week. This individual has given her resignation notice, so the cleaning needs of the school need to be addressed. The school should have daily cleaning and D. Zadnik requested that the board allow a request for cleaning service quotes be sent out. Board members agreed that this was important. The quotes will be brought back to the March meeting for approval.

The administrative staff have been set-up on the County network. The new part of the building has been wired for the transfer and the remaining wings will be completed by the end of March.

Staff that required certification completed CPR training. On February 24th, staff received Non-violent Crisis Intervention training. School was cancelled for student that day due to weather, so the training was moved to earlier in the day which allowed for two more hours of training.

The Spaghetti Dinner is March 9, 2017. This week is Dr. Seuss week and we are continuing with the Random Acts of Kindness. There have also been many tours for the next school year, including teachers from other schools using their professional development days to tour our school. R. Osgood also mentioned that students from St. Norbert College have taken tours at Syble Hopp and thanked Abbie for her time.

B. Clancy asked what the method was to notify parents that school was cancelled. Abbie described the system used with Remind 101 that provided text alerts and alerts to news stations. In addition, contact is made directly to Medivan and staff that have long distances to travel due to their early start.

11. Discussion Item: Parent Organization Report

The Winter Blast was another successful evening. Many staff attended and the parents that put on the event did a tremendous job. The event was held at the Marq this year. Preliminary numbers indicate that the event raised over \$35,000 in profit.

A. Nizzia attended Parents in Partnership (PIP). PIP is a leadership development opportunity for parents with children with disabilities. The parents sign-up for five events per year. There are two families from Syble Hopp that participate who are also very involved in Syble Hopp. It is great that the parents are active and are empowering themselves by getting more information. A presenter from Disability Rights provided good insight and A. Nizzia indicated that she agreed with much of his information. She asked him to speak at Syble Hopp and let him know that she agreed with much of his presentation even though that they are many times on opposite sides. A. Nizzia thought it may be a good time to share our school and successes with the Disabilities Rights of WI.

12. Discussion Item: Administrator Search Update

Executive Connect is currently reviewing the list of applicants and plan to review the potential applicants the end of March.

13. Executive Session: The Board will move to executive session as allowed by Wisconsin stats 19.85 (1)(c)(e) to discuss future retiree insurance, donor issue

Motion made by J. MITCHELL, seconded by R. OSGOOD, to move to Executive Session. Motion carried. MOTION CARRIED UNANIMOUSLY.

Returned to open session at 4:45 PM.

Motion made by J. MITCHELL, seconded by R. OSGOOD, to have Administration draft a policy to transfer retiree sick leave balances to a VEBA account at retirement that is consistent with the prior teacher contract language for insurance escrow that included only providing the benefit until the retiree reached 65.

14. Action Item: Adjournment

Motion made by J. MITCHELL, seconded by R. OSGOOD, to adjourn at 4:47 PM. MOTION CARRIED UNANIMOUSLY.

PROCEEDINGS OF THE AD HOC
MENTAL HEALTH TREATMENT COMMITTEE

Pursuant to Section 19.84, Wis. Stats., notice is hereby given to the public that an Ad Hoc Committee of the County Board of Supervisors met regarding mental health treatment on Wednesday, February 15, 2017 in the 1st Floor Conference Room, Sophie Beaumont Building, 111 N. Jefferson Street, Green Bay, Wisconsin.

Present: Chair Guy Zima, Vice Chair Erik Hoyer, Asst. Corporation Counsel Rebecca Lindner, Retired Security Lieutenant Phil Steffen, Human Services Director Erik Pritzl, Citizen Member Pat La Violette, Chief Deputy Todd Delain, Security Lieutenant Scott Brisbane, Behavioral Health Manager Ian Agar, Green Bay Police Officer Barbara Gerarden, Director of Administration Chad Weininger, Nursing Home and Hospital Administrator Luke Schubert

Excused: JOSHUA Member Cheryl Weber

I. Call meeting to order.

The meeting was called to order by Chair Zima at 12:02 pm.

II. Approve/modify agenda.

Motion made by Erik Hoyer, seconded by Pat La Violette to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of January 18, 2017.

Motion made by Erik Hoyer, seconded by Chad Weininger to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

1. Report re: Sequential Intercept Mapping.

- 2. Discussion, review and possible action: Request that Brown County review its past and present mental health services and develop a more comprehensive plan to treat both short and long-term mental health patients including but not limited to 1) alcohol and drug abuse detox and treatment; and 2) children, adolescent and adult mental health treatment.**

- 3. Discussion, review and possible action: Request that the Human Services Director and Brown County Sheriff work together to develop a plan to provide a treatment plan for prisoners who presently make up a third of our jail population.**

Human Services Director Erik Pritzl recalled this was discussed at the last meeting. One thing he feels is missing is knowing what Martha Arndt and Mental Health Connections is doing. He said it may be a good idea to invite Arndt to the next meeting to talk about the work she is doing because it fits in with the intercept mapping. Behavioral Health Manager Ian Agar will extend an invitation to Arndt to attend.

Director of Administrator Chad Weininger asked about the federal grant for housing. Pritzl feels it may be good to bring NEWCAP into the next meeting to talk about what is happening with the grant. He explained that there is a program manager working on this. They received a grant of \$500,000 to address chronic homeless people and they are working with 45 people at this time. Green Bay Police Officer Barbara Gerarden indicated that NEWCAP's goal is to have two people housed by the end of February and the remainder placed by June. Weininger said there may be some possibilities for collaboration on this. NEWCAP has pretty strict eligibility guidelines so some of the people we are looking at probably would not be a good fit for their program, but Pritzl feels it would be helpful to have the awareness and an overview of the program. Gerarden added that NEWCAP spoke at the Basic Needs meeting and indicated they have also received money for family housing. The NEWCAP representative will be at Coffee with a Cop on Friday.

Chair Zima asked about progress with the hospitals and crisis staff being allowed into the emergency rooms. Pritzl responded that Human Services is as close as they can possibly be to getting the agreement finalized. Assistant Corporation counsel Rebecca Lindner indicated that she looked at the contract and forwarded it on to Corporation Counsel Dave Hemery, and it sounds like it is a go with St. Mary's and St. Vincent. She said this is as close as we have been in eight years.

Pritzl continued that another piece of good news is that we now have standard medical clearance established with a risk level of low, moderate or high. This will allow people to be tiered into a risk level and not go through a rigorous medical clearance if they are low risk. The emergency departments and receiving facilities have agreed to this and the intended

ld

start date is March 1. Nursing Home and Hospital Administrator Luke Schubert indicated they are already using this, but the goal is for everyone to be educated and trained by March 1. He said what will happen is that when someone presents, they will be triaged to the assessment criteria which will determine the tests that the physician will order and this will start right when the patient comes in. This is a big step forward towards standardized medical clearance. Gerarden said they are hopeful this reduces the amount of time law enforcement spends with people and they will be measuring this. She asked if this will also apply to Bay Haven and Schubert said he will explore this.

Zima asked what the capacity and census is at Nicolet and if it is sufficient to handle the cases that will be coming. Pritzl responded that capacity at Nicolet is 16 and the average daily population on a monthly basis is 12-13. Zima noted there has been some overflow the last few months and Pritzl agreed. He said that when it is appropriate, they do step people down from Nicolet. They are also being more careful about how many out-of-county residents they serve and it was noted that the priority is meeting the needs of Brown County residents. Zima recalled said a year or so ago we talked about increasing capacity and re-licensing some space. Pritzl said at this time it would be difficult to do this because Willow Creek can meet the overflow needs. He also noted that they have been utilizing Bay Haven more as well, not only on crisis stabilization, but also for adult protective services. Zima knows we are not meeting the needs of the community because the community does not even know that help is available. He recalled that we talked about outreach at an earlier meeting. He also said Willow Creek is a big joke and should be taken to task by someone. He has personal knowledge of someone who was taken to Willow Creek, but two hours into the intake process it was determined that the person did not have insurance or money and at that point the intake was stopped and the person was not helped any further at the facility. Zima said there are a lot of people in the community that have problems and the community needs to start addressing this and he feels the way to do it is with some sort of outreach. He has seen billboards for other facilities and feels that the County needs to do something so the people who want and need help know where to get it.

Pritzl said Willow Creek has advised that their goal is to increase voluntary services and admissions to take a load off involuntary services, but they have not explained how they will fund it. The County will be working on a contract with Willow Creek for emergency detentions, similar to the way things work with Bellin. He also noted that Bellin has increased capacity recently with psychiatry and are trying to open up more beds. Zima said the \$300,000 contract with Bellin seems to be under-utilized. Pritzl noted they have done some detoxes, but not \$300,000 worth. He said these things are getting going and noted that there should be more services for voluntary people in the community than there used to be. Zima feels Willow Creek is not an option and Pritzl suggested he contact the facility to discuss his concerns. Zima said Willow Creek originally said they would take all people regardless of ability to pay but once he grilled them a little bit they said that they would only take those people provided there was a bed set aside.

Chad Weininger was excused at 12:25 pm

Pritzl continued that he has submitted a request to NEWEye regarding outpatient services. Once a public service announcement is created, it can appear on NEWEye and then they could see if there are other places to air the video. Zima asked if a billboard would be feasible, but before that is done he wants to be sure there is capacity to serve the people. Pritzl said there is capacity available, but it will vary day by day.

Agar talked about outpatient services and noted that if someone is seeking alcohol and drug treatment, they can be seen within five days. If they are seeking a mental health counseling appointment they can be seen within seven days, but if it is an emergency they will be seen the same day or within a few days. If they need to see a psychiatrist but it is non-emergency, they can be seen within a month. Zima did not think a month was an appropriate response, but Pritzl recalled that there used to be a wait list of 226 people and now there is no wait list. Zima said this group has talked about increasing capacity and recertifying our facility and asked if there was any progress on this. Pritzl said nothing has been done to deconstruct what is in place. Zima recalled this as a mission over a year ago but Pritzl did not recall increasing capacity for inpatient. Zima said we specifically talked about recertifying for more space at the mental health center and he would like this on the next agenda. Zima also brought up the people that are sent to Trempealeau County and Winnebago County and whether these people could be handled in Brown County instead and he would like this put on the next agenda as well.

Agar said we are talking about two distinct populations. The people with immediate or short term needs are served at Nicolet or Winnebago. The population that goes to Trempealeau has much greater and long term needs that could not be served here or at Winnebago. Zima said there could be facilities here rather than a long distance away and it is time to get

serious about it. He recalled the County did have a long term facility here until the Kelso administration. There are very small handfuls of facilities in the state that can handle longer term needs.

Chief Deputy Todd Delain said he has heard that Mendota is now all criminal related and deals primarily with the state prison population. He has also heard they have reduced beds available for the jail population.

Pritzl recalled at the last meeting Zima asked Human Services to take a look at what the County is spending sending people to Trempealeau. They have done this and now they can start to look at how Trempealeau is licensed and make an analysis of what could be done similarly in Brown County. Pritzl said this is going to take some time but noted that the County is managing a very challenging population of people in different subgroups overall. These include people with acute psychiatric needs, adult long term care protective service type needs and the long term people that are in Trempealeau. Zima said at some point this group needs to address our missions. Pritzl reiterated he has looked at the numbers. He said Zima raises a great point of what are we doing for long term needs. Zima feels there are people in the community that are getting short term treatment that could use longer term treatment. Pritzl said that that may be true, but it is up to the court system and the person to sort that out. That is something the County can build for if it is found to be an unmet need. He agreed that sending people across the state to Trempealeau is not a great model. In some cases, guardians express an interest to have people get some distance from the area, but in general Pritzl feels it is better to keep people here in our own community.

Zima recalled that in the past we have talked about recertifying ourselves and putting ourselves back into the business of providing long term care to those who need it. There is no reason we cannot construct something and then open up some beds to out-of-county patients to help subsidize it. Zima said in the past there were three attempts to close the Mental Health Center and it was finally closed in 2007. He feels we have to get serious about this. Zima would like to have this put on the agenda for each meeting so it does not get put on the back burner.

Pritzl continued talking about the cost of sending people to Trempealeau and said that over the last three years the average was about \$1.5 million dollars. Zima said the money spent on Trempealeau could have been used to fund jobs here in Brown County to provide the services ourselves. Pritzl can get numbers regarding Winnebago as well, but noted that Trempealeau is the facility that provides long term placements. He would like to get away from using Winnebago as much as possible and noted that the only people they use Winnebago for are people that the County cannot handle in our own facility. Zima brought up the capacity in Brown County again and questioned if it was sufficient to help the people that really need it in the County. Pritzl feels we can meet the needs of Brown County, but that's probably it. The County does not necessarily need to add beds based on the current numbers. Zima is concerned with capacity if some outreach is done. Pritzl said that if Brown County stops being regional in focus and stops serving other counties, the current capacity is probably sufficient. Zima asked if it costs the County more than it brings in to provide the services. Pritzl said he does not feel we are neutral in that service. Zima said that beds that are full, even if it does not meet the cost to fill the bed, is still revenue coming in instead of having an empty bed.

Phil Steffen asked Pritzl if Brown County is competitive when it comes to wages. He asked about the competition in staffing and noted that we cannot add beds without adding staff. Zima feels it is important to meet the market so the appropriate people can be hired. He does not agree with the County Executive's position of not raising taxes when there are needs that need to be addressed. Pritzl said the more specialized a position is, the less competitive Brown County probably is. Zima feels this has always been the case in Brown County and feels this is just another excuse. Pritzl said that to mock anything up to show numbers of what it would cost to provide the services in house, it would be done under the current class and comp system. If there would be changes to the class and comp, there would be changes to the entire cost structure. Steffen said we also have to look at the competitive wages at other facilities. Lindner said Brown County does not come anywhere close to what Bellin pays their psychiatrists and noted that psychiatrists are very high in demand right now. Zima feels that psychiatry is basically experimenting with medications and he talked about nurse practitioners that can prescribe drugs. Both Lindner and Pritzl said the County came in way below market for the compensation for those positions as well. Zima said we have to get real with this and make the changes that need to be made. La Violette feels there is a strong commitment with this committee to do something about this but we have to look at everything, including the wage structure as part of the discussions. Pritzl said that they have had an APNP position open for quite some time and he feels that the compensation is the issue. Schubert said that the County is not taking advantage of the mid-level positions that are more efficient that should be in the class and comp. Pritzl noted that the psychiatrists do not fall in the class and comp structure, but the APNP does. If the APNP position was taken out of the class and comp and treated more like the

psychiatrist position, there would be more flexibility on the wages. Zima said the purpose of this subcommittee is to try to improve mental health services in Brown County and we have to address the things we are talking about instead of just using them as an excuse. He would like to see major things happen in the next several years. Pritzl said they will continue to work on meeting the needs of people long term. Zima said this group needs to be ready when the jail addition is made because he feels money can be slid off the jail bill onto the mental health bill and he feels this is something that will pass at the County Board.

Hoyer said in the past it seemed this group was dealing with more short term issues, but he appreciates that Zima wants to look at this from a long term perspective as well, but that is a longer process. Zima said this committee is a powerhouse of people and the recommendations of this group will mean something. Pritzl said it is important to have a plan when we get to the Board level. Zima said we cannot have the staff who should be the advocates for this being the most hesitant. He feels this subcommittee is full of well intentioned, intelligent people who can make a difference. He does not want more incarceration; he wants good mental health treatment for the community right here so people do not have to go out of the area for treatment. Hoyer said long term care is a good focus and noted that we are already talking about the budget for 2018. He said the important thing is to build a little more consensus among this group. He does not think we necessarily had the consensus of the entire group for moving as fast with last year's requests. Zima is very anxious about this because once the jail is expanded it will suck all of the money out of the budget and he feels that getting money for long-term mental health care has to happen in conjunction with the jail bonding. It was the consensus of the group that they were all on board with this.

Steffen said this group has accomplished some amazing things in a short period of time that helped take care of the short term needs. That process identified needs, which in turn identified longer term needs which are now being brought up. Pritzl is gathering data on these longer term needs so we can go forward. He said that one of the things the County Board will always need is facts; we cannot win on emotion.

Pritzl said he knows what Brown County spends on sending people to Trempealeau and now he needs to find out what other counties are spending on Trempealeau and how much they utilize it. Once he gets those numbers, he can start building around it and determining what it would look like to serve that group of people. Lindner said at this time Trempealeau serves the entire state and they are the only facility we can send long term people to. Both Pritzl and Lindner feel that having a regional center here would be very well received.

Todd Delain was excused at 12:48 pm.

Hoyer feels we may be at some risk of doing too much of how things used to be because the overall structure and how things are thought about are different now. Pritzl added that some of the laws have changed as well. Zima said the way we handle things may be different, but the number of people who need the help has not changed. He noted that the population increased by 22,000 in the last census and he does not suspect this is going to change much. He really wants Pritzl to map out what we need to accomplish what we want to accomplish. Schubert will work on getting information in the next month regarding how Trempealeau is staffed, licensed, etc.

Hoyer brought up the class and comp and asked if this is an issue that we should bring to Human Resources. Schubert asked if it would be as simple as recommending the position extenders be pulled out of the class and comp because they are part of the physician group since they are medical professionals. Pritzl said this would also be helpful in that vacation time could also be negotiated. Right now, wherever these people are coming from, they are probably getting at least four weeks' vacation. Hoyer asked if it would be appropriate to have someone from HR attend one of these meetings to show them we are serious about this. Pritzl suggested that steps be taken to change Chapter 4 to allow for flexibility of vacation benefits for exempt employees because he feels vacation is hampering recruitment in leadership positions. Hoyer said people are not even going to look at coming to Brown County if the salaries are not competitive. Zima feels there are a lot of positives in the area and they need to be put out there when looking to hire. Schubert added that he and Ian Agar recently met with two nurse practitioners, neither of whom has graduated yet, and Brown County is paying \$15,000 less than what the classmates of these people have been offered in the area.

Pritzl said he will talk about mobile crisis at the next meeting and provide an update. At this time, he asked Green Bay Police Officer Barb Gerarden if she wished to talk about the EM1 process. Gerarden said that over the last six months they have been working to try to reduce the police custody time during emergency detentions and they have made significant

progress. She provided information to Supervisor Buckley which will be included in the next Public Safety Committee agenda. She continued that in August when they started keeping track of this their average time spent on EM1s was over 11 hours and they were making a lot of runs to Winnebago County. As a team they worked on ways to try to reduce this. Bellin had agreed to try to take more, they tried to reduce the medical clearance time and utilize mobile crisis more often. They are close on a few things and Gerarden feels it will really help out when crisis staff is allowed in the emergency rooms at the HSHS hospitals. Over the course of six months they have reduced the average time from 14.7 hours down to 3.6. She said as a team they have done a good job collaborating and getting people the treatment they need and out of ERs, handcuffs and squad cars. Zima asked how many of those people Gerarden would estimate have been kept out of jail. Gerarden said that sadly they still see too many people getting arrested. The good thing is that they now have the specialty courts that help when people are taken to jail. She is all for decriminalizing and she would rather see these people get treatment than spend time in jail. GBPD is seeing positive things from all of the initiatives. She said that all of the partners who are working on this to improve things are doing a good job in working collaboratively. She also feels the voluntary option is an important element and she has seen this increase over the years. She would like to see data on voluntaries for mental health and alcohol treatment. In an ideal world if the voluntaries are going up, the EM1s should be going down. Pritzl said they track voluntary admissions to the CTC and Gerarden would like to get this information for the last several years. La Violette thanked Gerarden for all she does and coming to the meeting to provide information.

Pritzl said the jail liaison will attend the next meeting to talk about what is going on at the jail and they will also talk about what other counties are spending on sending people to Trempealeau. Pritzl will also provide an update on the day report center and mobile crisis. Zima would also like a report on the number of beds the County had in the past compared to now and also how to bring the licenses back we used to have to serve more people. He feels if we are really going to start treating more people, the 16 beds at Nicolet are not enough. He does not feel we are reaching all of the short term people that need help. Pritzl said that most days there is enough room at Nicolet, but if we start co-mingling long term and short term placements, there would not be enough beds.

Zima brought up the outreach efforts he talked about in the past. Pritzl said he will have more information on the public service announcement he spoke of at the last meeting. Zima feels that more than just a public service announcement is needed. He would like to see some brochures and billboards. Gerarden said that web based is where it is at and noted that an app would also be a great idea. She said that apps are being used in some larger cities that track where people are at and give them directions on their phone right to where they can receive services. Agar added that Mental Health Connections has a whole effort across the entire region. He feels that Martha Arendt can provide more information on this and he has invited her to attend a meeting to talk about this. Pritzl also said that 211 has the database of all community resources. Hoyer added that we have to take a step below and consider that a person in crisis may have some difficulties with some of these contact methods.

4. Such other matters as authorized by law.

The next meeting date was discussed and March 15, 2017 at 12:00 pm was selected.

Motion made by Erik Hoyer, seconded by Phil Steffen to adjourn at 1:16 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

**PROCEEDINGS OF THE BROWN COUNTY
VETERANS' RECOGNITION SUBCOMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the **Brown County Veterans' Recognition Subcommittee** was held on Tuesday, February 21, 2017 at 4:30 p.m. in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

PRESENT: Chair Erickson, Duane Pierce, Delores Pierce, Joe Witkowski, Jim Haskins, Jerry Polus, Joan Brusky, Ed Koslowski

EXCUSED: Louise Dahlke

****Running Total of Veterans' Certificates: 1799**

1. Call Meeting to Order.

The meeting was called to order by Chair Bernie Erickson at 4:30 pm.

2. Invocation.

3. Approve/Modify Agenda.

Motion made by Jim Haskins, seconded by Ed Koslowski to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

At this time Chair Erickson introduced Supervisor Joan Brusky to the group and the group introduced themselves to her as well.

4. Approve/Modify Minutes of January 17, 2017.

Motion made by Duane Pierce, seconded by Delores Pierce to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

5. Update re: Honor Rewards Program.

CVSO Jerry Polus informed there are currently 80 businesses participating in the Honor Rewards program and 222 cards have been issued. Brusky asked what the typical discount is and Erickson responded that typically it is about 10%, but the participating businesses have the discretion to give whatever discount they choose. Polus said the program is only offered in four counties in Wisconsin. The others are Dane, Adams and Jefferson, but he noted that Brown County far exceeds the number of participating businesses.

6. Update re: 2017 Veterans' Appreciation Day at the Brown County Fair.

A discussion occurred regarding holding the event on Sunday versus Saturday. Several months ago it was indicated that there was a possibility of a Huey helicopter being brought in for the event but that could only happen on Sunday so there was discussion regarding holding the Appreciation Day events on Sunday rather than Saturday. The Huey has now fallen through so the event will be held on Saturday. This was the preferred day for the group and it was indicated that the schedule of the day's events will be very similar to last year's schedule.

Polus said he will send in the request for the Navy Band to see if they are available for the event. The band would be free, however, they appreciate donations to offset their expenses and Polus thought a donation of \$500 would be appropriate. Erickson said we would also need to rent a stage and between the band and stage, a lot of our budget would be eaten up, especially when you factor in having to buy something to hand out. It was indicated that we could still contact Humana and Heartland Hospice for donations.

12

The discussion regarding the Fair continued with talking about who to honor at the Fair and it was decided that this year's honorees will be Purple Heart recipients and disabled veterans. The number of attendees was discussed and Polus indicated he can try to get some numbers to get some idea of how many handout items will be needed. Haskins said if we are going to honor disabled veterans, we need to have a golf cart available at the entrance to get them to the tent. Brusky was at last year's event and said that with the rainy weather it was somewhat difficult to traverse the ground and the disabilities would have to be considered so that everyone is able to be accommodated.

Koslowski recalled that Fair Board President Steve Corrigan talked about going to e-tickets this year. Erickson said that if we go to e-tickets, anyone could print them off. Koslowski agreed, but said that if someone used an e-ticket, they would also have to show a veterans' ID to get in. He noted that a lot of people showed up without tickets last year and they were admitted with veterans' identification. Koslowski also brought up the Marine that sits on the midway in his Class A uniform with the ammo can asking for donations for the Wounded Warrior Regiment. Koslowski said he has not heard anything positive or negative about the man, but his concern is that the tent that our group sponsors houses all of the Brown County veteran organizations with their own causes and they are not allowed to sell anything or have any raffles or anything like that, but this person is on his own and says he sends money in to the national organization because there is no state program. Koslowski feels this is unfair to the Brown County organizations. Haskins said on behalf of the Subcommittee he will ask the Fair Board at the next meeting not to allow that person in to collect donations on the midway.

7. Report from CVSO Jerry Polus.

Polus indicated they have run out of the coffee mugs they sell in his office. He would like the subcommittee to approve the purchase of 36 mugs at a cost of \$265 as people are asking for them. That number of mugs should last about three years and he noted that proceeds of the sale of the mugs go back into the Subcommittee account.

Erickson said this would take a big bite out of our budget and he said he could possibly find another company to donate the mugs. Polus said he will keep this in mind next time he has to order. Erickson said that by the time we pay for the band and the stage for the event at the Fair, we are pushing the limits of the budget, but it was noted that there could be donors for the stage and the band and, in addition, there were some funds that had been carried over from last year.

Motion made by Duane Pierce, seconded by Jim Haskins to authorize the purchase of 36 mugs at a cost of \$265. Vote taken. Ayes: Duane Pierce, Delores Pierce, Joe Witkowski, Jim Haskins, Jerry Polus, Ed Koslowski Nay: Bernie Erickson. MOTION CARRIED 6 to 1

Polus also reported that he has recently learned that Festival Foods on University Avenue is now hosting an American Heroes Cafe every Friday morning in their community conference room. All veterans are welcome to come and meet fellow veterans, share stories and enjoy complimentary coffee and donuts. More information on this attached.

8. Report from Committee Members Present (Erickson, Dahlke, Haskins, Koslowski, Pierce & Witkowski).

-Erickson reported that his fishing club has adopted a lake at the Green Bay Botanical Gardens and they hope to host small groups of veterans to come and fish there. He noted that at this time there is no dock so the fishing would be from the shore. Koslowski suggested that Erickson contact the Project Healing Waters Fly Fishing group that meets at the VA Clinic to see if they would be a good group for Erickson to work with.

-Haskins reported that he read recently that General Motors hires more veterans and provides more discounts to veterans than any other car company. He also said that Swift Transportation says they are number one in honoring veterans. More information on this can be found on their website at: www.swifttrans.com. Finally, Haskins said he recently attended the Winter Blues party at Vandervest Harley Davidson. This is a fundraiser and this year the funds raised were donated to the Howard Veterans Memorial. Haskins also talked about a veteran, Andres De Leon, who came to the United States from Mexico at the age of 12. He served two overseas tours in Vietnam and was then honorably discharged. He then went into a deep depression and became addicted to heroin. He was arrested and served nearly three years in prison. He was then deported back to Mexico.

-Koslowski suggested that this group think about recruiting new members for this Subcommittee, especially as we get closer to the Fair event and Veterans Day. He would like the group to think about what guidelines we would

like to use when finding new people to join. He talked to the President of the Desert Vets who informed that he could try to help fill the vacancies and Koslowski thought this was a good idea, especially to get some younger guys in the group.

Koslowski also said he got a call from someone to assist in a meat raffle at Geano Beach. A number of organizations participated in the event and \$2,022 was raised for the Vets Center and Holtger Construction of De Pere donated another \$1,000. Another meat raffle will be held at Plank Road Pub.

-Pierce reported that Post 57 will be holding a meat raffle on March 4 at Shoots and the State Commander will be attending. He also reported that next month there will be an event called Connect to Courage held at the PAC in Appleton. This is a free event and open to the public. The goal is to raise awareness and learn about the plight and challenges of veterans. There will be resources and educational tools to assist veterans, their families and the community. Connect to Courage is a collaborative effort in the Fox Cities. Lead organizations include American Legion Post 38, Fox Valley Veterans Council, Fox Valley Technical College Veterans Services, Prevent Suicide Fox Cities and Veterans Mentor group. The goal of the event is to connect veterans and those who care about them to resources in the community that will help with life's transitions. As part of the event the Project 22 documentary will be shown at 2:30 pm and again at 7:00 pm. Project 22 follows two combat-wounded veterans on a mission to find hope. Two veterans rode motorcycles from San Francisco to New York and spoke with veterans, researchers, mental health clinicians and educators along with asking hard hitting questions and opening up about their own struggles. There will also be QPR Training. QPR stands for question, persuade and refer and is a simple three step process anyone can learn to help save a life from suicide.

-Witkowski reported that the Shrine Circus will host a Veterans Night at the circus on March 2 where all veterans with identification will receive free admission.

9. **Such Other Matters as Authorized by Law. None.**

10. **Adjourn.**

Motion made by Jim Haskins, seconded by Duane Pierce to adjourn at 5:16 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

12

Festival Foods American Heroes Café EVERY Friday morning

Festival Foods this month will bring its American Heroes Café, a weekly gathering for area veterans, to its store on Green Bay's north side located at 2430 University Avenue.

Beginning Feb. 17 and then continuing each Friday after that from 8 a.m. to noon Festival Foods will provide complimentary coffee and donuts to veterans in the community conference room, located above the deli. All veterans are welcome each week to meet fellow veterans, share stories, and enjoy freshly baked treats and coffee.

Hosting the American Heroes Café is one way Festival Foods demonstrates its commitment to building relationships with guests and area organizations that help so many. With more than 6,500 associates at its 25 stores, Festival Foods is honored to be able to give back to its communities through event sponsorships and charitable giving to a variety of programs and organizations across the state.

The American Heroes Cafes began in 2011 at the former Spiegelhoff's SuperValu in Kenosha. Festival Foods, which acquired the SuperValu and built a new store nearby in 2013, offered to continue the American Heroes Café inside the new store. Today, about 50 veterans stop by the Festival Foods-Kenosha community conference room each week. Last year, the company added cafes inside its Janesville and Menasha stores.

"Inviting veterans to our store every Friday is one way we can thank them for sacrificing so much for each of us," said Rick Teegarden, store director of the Green Bay-North Festival Foods.

An elevator, located between the meat and deli departments, allows access to the community room. Stairs are also nearby.



<https://www.festfoods.com/blog/festival-foods-weekly-veterans-program-starts-green-bay>



5d

**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: Communication for Human Services

Agenda No. : _____

Motion from the Floor

I make the following motion: Discuss contracting Rise Together
to present in Brown County schools in an effort
to help our youth avoid addiction & other devastating
consequences of drug use.

Signed: _____

District No.: _____

ERIK Hoyer
District 4

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

2

3. Communication from Supervisor Hoyer re: Discuss contracting Rise Together to present in Brown County schools in an effort to help our youth avoid addiction and other devastating consequences of drug use. *Referred from January County Board.*

Hoyer recalled that the Rise Together team attended an earlier Human Services meeting and gave a presentation and prospectus on avenues of support and he was impressed and wanted to learn how to move forward. Linssen noted that Hoyer specifically named Rise Together, but normally what would happen is the County would put a bid out for a vendor providing a service. He said that picking someone from the start to do the project does not seem appropriate to him. Linssen said when an organization comes to the Committee and says this is what we are selling and we would like you to buy he has reservations of just going with that rather than exploring if there are other alternatives available and he asked Human Services Director Erik Pritzl to share his opinion on this.

Pritzl said he understands Linssen's concerns and that this is working a little bit backwards. He noted that Rise Together gave an excellent presentation and outlined a package of services they offer, but the question the Committee and Department has not answered is where do we want to go with this. Pritzl said that when there are multiple providers for a service, the County has to articulate what they are looking for and then gather quotes or proposals and then a decision would be made as to what to purchase. That process changes when there is a sole source situation. Pritzl said he would have to find out if Rise Together is the only provider that can do this. If there are multiple providers, a decision would have to be made as to what the County wants to purchase and then wait for the providers to respond. He does not know if there are any other agencies or organizations that do what Rise Together is proposing.

Supervisor Schadewald mentioned the D.A.R.E. program as another example of this type of service. He feels the first question is if Pritzl sees a need for this kind of program. Pritzl said he does see a need due to the number of cases he sees in Child Protection that have some sort of substance abuse feature in removals or interventions. He does not feel anyone will argue that there has been an increase in use of substances in the community, whether it is alcohol, opiates or other substances. The problem is here and Pritzl thinks we need to look at strategies to address this issue. There is not a comprehensive plan to address this in the Department, but they are looking at State and Federal plans for suggestions. One of the recommendations that he sees over and over is public education, whether it be for targeted groups or universal. At this time there is no education like this occurring, but it is recommended and Pritzl feels it would be a good place to start.

Pritzl continued that to address this Human Services would need to decide what they are looking for because they know that the gap exists. They would start to sketch out the gap and how they wish to handle it. Linssen said his concern is that this is done right procedurally and Schadewald added that it has to be done in a way that will get approval by the County Board. Pritzl said that giving a timeframe on this would be a challenge because it depends on how much they want to involve schools and stakeholders and other people in sketching this out. He noted that his Department participates in a number of coalitions and task forces and he thinks Department staff could put something together that sketches out what they would be looking for, but he feels it would take at least 60 – 90 days.

Schadewald wants to get the discussion going and start looking at some help for the people of Brown County. He asked Pritzl if he needed anything else from the Committee to look further into this. Pritzl responded that he understands there is interest and this Committee would want to hear what his Department is looking for and how it fits with overall strategies from other stakeholders. He also said we have to think of the Health Division because they are key in this from a public education/community education standpoint which is one of the reasons to move toward a more integrated department. The prevention pieces are on one side and the treatment pieces are on the other side. Pritzl will talk to the Interim Health Director about this and what will make sense. Linssen asked that Pritzl do his due diligence to see that it makes sense to have this be a contract versus staff, etc. He understands what Rise Together wants to happen, but he wants to also be sure that it makes sense and is a good fit from the County standpoint as well.

Rise Together was in attendance at the meeting and Hoyer advised them that he does not want to string them along, but noted that working with a government entity takes time. He asked Pritzl what he would like to see as far as moving forward from a fiscal standpoint. Pritzl responded that at this time there is not money in the Human Services budget to support the proposal of Rise Together. Rise Together does not feel like this Committee is stringing them

along and reminded the Committee that this is their home and they are not going anywhere. They also understand the speed at which the government works.

Hoyer asked Rise Together if they would be amendable to a smaller percentage. Rise Together said they would absolutely consider that and whether they speak before 5 people or 500 people, the message is going out to the people that need to hear it. Rise Together also indicated that whether the County uses Rise Together or some other program, it is important to remember that programs do not fix communities, relationships do and they feel that being from the community holds a lot of weight when you go out and talk to youth.

Linssen would like this held until the next meeting to give Pritzl time to figure out what he wants before we go any further. Schadewald feels the best thing would be to receive and place this communication on file with the understanding that under the Human Services Department there would be a standing agenda item about preventative education or programming. This would remind the Committee of this every month, but it does not put Pritzl under pressure to get something done in a certain time period. Schadewald also noted that this is somewhat of an evolving thing because nobody knows what the State budget may include for this. Another alternative would be just to ask Pritzl about this each month when he reports. Linssen's concern with this is that if it is not ready next month, he does not want to keep having Rise Together come back over and over again until things are ready. Pritzl said he would need time with the Interim Health Director to talk about this because the conversation is just starting as to plans or recommendations. Linssen feels if this is something that is sent to the full Board, there needs to be a dollar value with it. Pritzl said it is challenging because he does not know that there are real established needs that we can point to that say we need to address this and how much it is going to cost. He said that doing something now would be a matter of looking at proposals we receive as concepts or piloting something ourselves. He suggested that this be held until the March meeting to allow enough time to work internally and come forward with an idea and concept that makes sense.

Hoyer feels the difficulty is going to be getting the dollar amount figured out as well as committing to people that we should be doing something that we previously have not done. He feels the needs that are being addressed are more down the line, rather than treating someone. The educational part would be pre-treating the problem in a sense.

Motion made by Supervisor Linssen, seconded by Supervisor Schadewald to hold until the March meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

Wind Turbine Update

4. Receive new information – Standing Item. None.

Budget Adjustments

5. Budget Adjustment Request (16-122): Any allocation from a department's fund balance.

This budget adjustment relates to government account standards (GASB 68) dealing with the allocation of all pension assets and liabilities to all Wisconsin Retirement System (WRS) members which was implemented beginning with the 2015 financial statements. When the 2016 budget was being created, no data was available as to the fiscal effect for GASB 68 on departments. The WRS released data on 01-10-2017 allowing for a better understanding of the effects on the County for 2016 and subsequent years (assuming all actuarial assumptions hold true).

For the County's business-type (proprietary) funds and internal service funds, the anticipated net increase in expenses in \$1,104,335. This will result in a corresponding decrease in each funds' Unrestricted Equity.

Director of Administration Chad Weininger said this is a systemic issue. County employees participate in the WRS and for the past many years the County has prided itself on being a fully funded system. Last year we were at 102% but this year the County was notified in December that we were at 98% so we joined the other 49 states of not being a fully funded pension system. The importance is that the retirement system is a defined benefit and not a defined contribution. The difference is a defined contribution is whatever is paid in is what you get, and a defined benefit is a guaranteed payment amount. If the investment amount is not bringing in enough revenue to

April 19, 2017

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING RECLASSIFICATION OF A
CLINICAL SOCIAL WORKER POSITION IN THE HUMAN SERVICES –
COMMUNITY TREATMENT CENTER TABLE OF ORGANIZATION**

WHEREAS, the Brown County Human Services – Community Treatment Center Department (“Department”) currently has a vacant Clinical Social Worker position (“Position”); and

WHEREAS, the Human Resources department in conjunction with the Department completed a thorough review of the duties and requirements of the Position as well as the needs of the Department; and

WHEREAS, it was determined that the primary functions of the Position are case management, care coordination and discharge planning. A Master’s degree is not required to perform these key duties in a CBRF licensed setting; and

WHEREAS, it was determined that the duties and requirements of the Position better match a Social Worker/Case Manager position with a minimum requirement of a Bachelor’s degree; and

WHEREAS, the Human Resources Department in conjunction with the Department recommend the reclassification of 1.00 FTE Clinical Social Worker position in Pay Grade 8 to 1.00 FTE Social Worker/Case Manager position in Pay Grade 12 of the Classification and Compensation Plan; and

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the currently vacant 1.00 FTE Clinical Social Worker position in Pay Grade 8 in the Human Services – Community Treatment Center table of organization referred to above is hereby

reclassified as a 1.00 FTE Social Worker/Case Manager position in Pay Grade 12 of the Classification and Compensation Plan.

Budget Impact:

Human Services – Community Treatment Center

Partial Year Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Clinical Social Worker, PG 8	(1.00)	Deletion	\$(37,492)	\$(12,235)	\$(49,727)
Social Worker/Case Manager, PG 12	1.00	Addition	\$ 31,694	\$ 11,366	\$ 43,060
Partial Year Budget Impact (8 months)			\$(5,798)	\$(869)	\$(6,667)

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Clinical Social Worker, PG 8	(1.00)	Deletion	\$(56,238)	\$(18,352)	\$(74,590)
Social Worker/Case Manager, PG 12	1.00	Addition	\$ 47,541	\$ 17,049	\$ 64,590
Annualized Budget Impact			\$(8,697)	\$(1,303)	\$(10,000)

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources

Final Draft Approved by Corporation Counsel.

Fiscal Note: This resolution does not require an appropriation from the General Fund. This resolution reduces employee expenditures in the Community Treatment Center's 2017 budget by \$6,667.

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: SOCIAL WORKER/CASE MANAGER
REPORTS TO: SOCIAL SERVICES MANAGER CTC
DEPARTMENT: HUMAN SERVICES/COMMUNITY TREATMENT CENTER

JOB SUMMARY:

Develops, implements and coordinates individualized psychosocial treatment and rehabilitation involving financial and social needs, casework methods and skills for inpatient residential residents admitted to and discharged from the Community Treatment Center.

ESSENTIAL DUTIES:

Coordinates admissions, including pre-admission assessments.

Counsels clients, staff, families and community agencies regarding habilitation/rehabilitation active treatment programs/services.

Plans behavior programs and various techniques to treat behavior problems.

Coordinates discharge planning and follow-up care.

Investigates the clients' social and psychosocial background and develops suitable treatment plans to suit individual needs.

Completes Psychosocial assessments.

Works individually and with staff in developing, maintaining and evaluating new and ongoing programs.

Interviews prospective patients and families for inpatient service placements.

Completes and maintains necessary documentation according to applicable requirements, codes and policies.

Attends clinical/administrative and educational programs regarding mental health procedures, laws, and regulations.

Monitors each individual patient's expenditures.

Assists financial office in securing correct and timely payment for patient care from third parties.

Provides direction and guidance to staff members, clients, and families regarding treatment plans at the inpatient residential unit.

Maintains the confidential nature of client and business information.

Complies with all local, state and federal laws governing clients and the rendering of services.

Attends staff meetings, in-services, and outside agency training sessions.

Completes applicable resident assessments required per state and federal code in a timely and accurate fashion.

Ability to support care management, discharge planning, and other supportive duties for the other inpatient services areas (psychiatric hospital, nursing home, CBRF) as assigned by supervisor.

NON-ESSENTIAL DUTIES

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree in social work or related field. One year of social work experience in a mental health, geriatric, or inpatient residential setting preferred.

Licenses and Certifications:

State Social Work Certification required.

Knowledge, Skills and Abilities:

Knowledge of Chapter 55 and Chapter 51 Laws.

Knowledge of behavior management principles.

Knowledge of geriatric issues.

Knowledge of various funding sources for client care.

Knowledge of state and federal requirements regarding client care.

Ability to assess human problem situations and determine need for services.

Ability to manage and plan workload.

Ability to understand and carry out policies and procedures governing client care.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to recognize and meet the psychosocial, functional developmental, behavioral, mental and emotional needs of clients.

PHYSICAL DEMANDS:

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects up to 10 pounds.

Intermittent standing, walking and sitting; occasional driving.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing and reaching.

Communicating orally in a clear manner.

Must be free from communicable disease.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised 03/1/17

HUMAN RESOURCES DEPARTMENT

Brown County



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: March 2, 2017
REQUEST TO: Human Services Committee
MEETING DATE: March 29, 2017
REQUEST FROM: Pete Bilski
Interim Human Resources Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Reclassification of a Clinical Social Worker in the Human Services – Community Treatment Center Table of Organization

ISSUE/BACKGROUND INFORMATION:

The Department currently has a vacant Clinical Social Worker position. Following a thorough review of the duties and requirements of the position as well as the needs of the Department, it was determined the position should be reclassified.

ACTION REQUESTED:

Reclassification of 1.00 FTE Clinical Social Worker in Pay Grade 8 to 1.00 FTE Social Worker/Case Manager in Pay Grade 12 of the Classification and Compensation Plan.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? Savings of: \$6,667 Partial Year/\$10,000 Annualized
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

4

April 19, 2017

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING A CHANGE IN TABLE OF ORGANIZATION
FOR THE HUMAN SERVICES – COMMUNITY PROGRAMS DEPARTMENT
CLERK II POSITION**

WHEREAS, the Brown County Human Services – Community Programs Department (“Department”) have utilized Treatment Alternatives and Diversion (TAD) Grant funding as a means of paying for the clerical support services needed to operate the TAD Program with temporary agency staffing; and

WHEREAS, the TAD Grant Program renewal and allocation of funds communicated to the Department in September, 2016, did not permit the continuation of the use of these funds for the clerical services provision of the program in 2017; and

WHEREAS, there is a continued need for clerical support because the treatment courts have grown from two to four courts during 2016 and the number of TAD Program participants needing services has increased. The TAD program assists in census reduction at the jail thereby relieving some of the overcrowding; and

WHEREAS, at the Human Services Committee meeting on October 11, 2016, the use of \$40,000 was approved to fund this clerical service need and funds were transferred to the Department’s Contracted Services account; and

WHEREAS, the Human Resources Department in conjunction with the Department recommend the addition of 1.00 FTE Clerk II position in Pay Grade 17 of the Classification and Compensation Plan; and

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the addition of 1.00 FTE Clerk II position in Pay Grade 17 in the Human Services – Community Programs table of organization, and transfer \$31,954 from the Contracted Services account.

Budget Impact:

Human Services – Community Programs

Partial Year Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Clerk II, Pay Grade 17	1.00	Addition	\$22,035	\$9,919	\$31,954
Partial Year Budget Impact (8 months)					\$ 31,954
Contracted Services Funds					<u>\$(31,954)</u>
					<u>-0-</u>

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Clerk II, Pay Grade 17	1.00	Addition	\$33,053	\$14,878	\$ 47,931
Annualized Budget Impact					\$ 47,931
Contracted Services Funds					<u>\$(40,000)</u>
TAD Grant Funds					<u>\$(7,931)</u>
					<u>-0-</u>

Fiscal Note: This resolution does not require an appropriation from the General Fund. The funding is within Community Programs' 2017 Purchased Services account. Requires Category 5 Budget Adjustment, 2/3rd Vote.

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
BLOM	23				
SCHADEWALD	24				
LUND	25				
BECKER	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: March 3, 2017
REQUEST TO: Human Services Committee
MEETING DATE: March 29, 2017
REQUEST FROM: Pete Bilski
Interim Human Resources Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding a Change in Table of Organization for the Human Services – Community Programs Department Clerk II Position

ISSUE/BACKGROUND INFORMATION:

The Treatment Alternatives and Diversion (TAD) Grant Program renewal and allocation of funds for 2017 does not permit the continuation of the use of these funds for clerical services which had been provided for by a temporary staffing agency. The treatment courts have increased from two to four and there is a continued need for clerical support. On October 11, 2016, the Human Services Committee approved \$40,000 to fund this clerical need.

ACTION REQUESTED:

Add 1.00 FTE Clerk II in Pay Grade 12 of the Classification and Compensation Plan to the Human Services – Community Programs table of organization.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? \$31,954 Partial Year / \$47,931 Annualized
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☒ Yes ☐ No
 1. If yes, in which account? 201.076.170.175.7000TAD & Contracted Services account
 2. If no, how will the impact be funded?

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

BROWN COUNTY HEALTH AND HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3800



Phone (920) 448-6000 Fax (920) 448-6126

Erik Pritzl Executive Director

To: Human Services Board
Human Services Committee

From: Erik Pritzl, Executive Director

Date: March 10, 2017

Re: Executive Director's Report

Health and Human Services Merger Update:

The Health & Human Services Implementation Committee is meeting regularly. Staff members assigned to develop a unified organizational chart for the department presented the first draft at the most recent meeting, and this is helpful to see the breadth and depth of the department. The discussions at the committee bring forward important issues around common policies and operating procedures to address. The Public Health program area as a whole is referred to as the Public Health Division, or Public Health.

Behavioral Health:

There has been much attention focused on the emergency detention process in Brown County. While there were improvements in overall time to complete an emergency detention in the past year, there continues to be concerns about the overall time required. Department staff, in collaboration with local emergency departments and accepting facilities, have developed new medical clearance standards to use. Agreements have been exchanged to allow for Crisis Center staff to respond to all emergency departments. To address capacity issues, the department has prioritized Brown County residents at the Community Treatment Center and is finalizing procedural details with Willow Creek (Strategic Behavioral Health.)

Children, Youth and Families:

Outagamie County has been working with other counties in the region in response to anti-human trafficking funding and a request for proposals through the Department of Children and Families. Brown County Health and Human Services would serve as a resource agency in the proposed model, or one of the spokes of an overall hub to create a consistent, uniform, victim-centered system of care in the region. The proposal submitted by Outagamie County was successful.

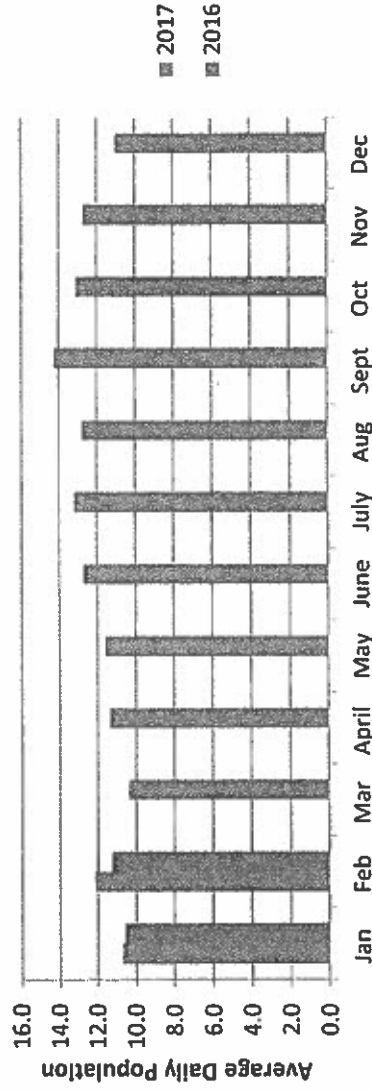


6

Community Treatment Center (CTC) Census Overview

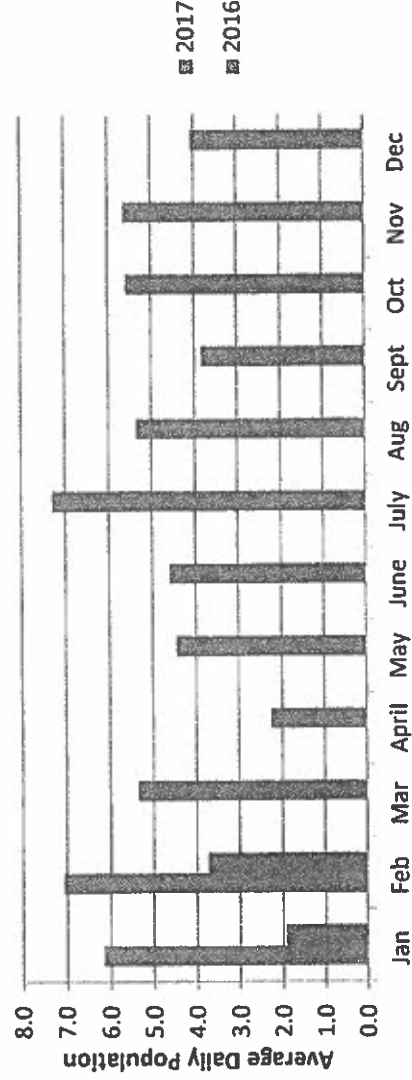
The chart to the right presents the monthly census at the Nicolet Psychiatric Center (NPC) for 2017, with a comparison to 2016. This is an average daily population for each month. There is an overall increasing trend in the number of people served on the unit for 2017, and a slightly higher average daily census compared to 2016.

**Nicolet Psychiatric Center Census
2016-2017**



The next chart to the right presents the monthly census at Bay Haven, the Community Based Residential Facility (CBRF) for 2017, with a comparison to 2016. This is also an average daily population for each month. We continue to see census improvements in 2017 month over month, and a significantly higher average daily census compared to 2016.

**Bay Haven (CBRF) Census
2016-2017**



NPC March Monthly Report

1. **Patient Care Issues**- There are no new concerns to report.
2. **Contracted Services Issues** – The CTC nurse call system was stuck by lightning and a replacement system will be installed as a Life Safety procurement to maintain patient safety. The vendor was selected and the system installation plan is currently being review by the DHS building engineer for approval to install. Once the plan is approved, the system will be installed.

The exterior courtyard fencing at Nicolet Hospital is being replaced with a more secure product to reduce the likelihood of client elopements. This project facilitation is being headed up by Facilities, as weather permits appropriately for the installation.

Our Pharmacy services operation has made drastic improvements in 2017. The key medications that are needed at the time of admission for patients to Nicolet are immediately through the use of the automated pharmacy dispensing unit, our consultant reporting has expanded for the medical provider's needs, and our cost of service has drastically decreased.

3. **Summary of patient complaints**- We received one patient grievance during the month of February. The complaint involved an entity outside of the hospital. It was in relation to the intake process. That complaint was relayed to that outside Department for resolution with the client.
4. **Federal/State Regulatory Concerns**- There were no hospital health inspections conducted during the month of February. There was no health inspections conducted at Bayshore Village or Bay Haven during the month of February.
5. **Approval of Medical Staff appointments**- There were no new medical staff appointment during the month of February.
6. **Other Business**- Discussion on use of closed sessions for review of QAPI data.

Respectfully submitted by:

Luke Schubert, NHA, Hospital and Nursing Home Administrator

BROWN COUNTY HEALTH & HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Phone (920) 448-6000 Fax (920) 448-6166

Erik Pritzl, Executive Director

To: Human Services Board and Human Services Committee

Date: March 2, 2017

Subject: YTD 2/25/17 Personnel Costs for Community Programs and CTC

Community Programs

As of 2/25/17 after 4 pay periods of 26 for the year, personnel costs for Community Programs on a YTD basis show 15.3% of the annual budget used which is very close to budget with an overall favorable variance of \$7,515 YTD compared to prorated budget amounts.

Certain divisions within Community programs are under budget including Agency Management, Economic Support (ES), and Adult Behavioral Health (ABH), while others are over budget including Children Youth & Family (CYF) and Long Term Services (LTS).

A significant amount of overtime has been needed for child protective services due to vacant positions which has contributed to the variance for CYF. Certain employee costs being charged to LTS were budgeted in ABH which is contributing to both of these offsetting variances. Budget adjustments are planned for situations like this during 2017 to better match actual costs with budgeted amounts.

Community Treatment Center

YTD personnel costs for CTC as of 2/25/17 show 15.9% of the annual budget used and an overall unfavorable variance of \$49,103 compared to YTD prorated budget amounts. The Hospital, Nursing Home and CBRF are all over budget with higher than anticipated census as noted below. At this time it is not yet possible to determine the offsetting revenue impact of higher census.

		<u>February</u>	<u>YTD</u>	<u>Budget</u>
Average Census:	Hospital	12.1	11.4	11.0
	Nursing Home	61.8	62.4	61.0
	CBRF	6.9	6.5	3.7

Support Services and Administrative positions at CTC are running under budget.

Respectfully Submitted,

Eric Johnson
Finance Manager





Community Programs Personnel Costs by Division

Fiscal Year to Date 02/25/17

For 4 pay periods of 26

Account	Account Description	2017 Budget	Prorated Budget	YTD Transactions	Variance Fav (Unfav)	% Used	Prior Year Prorated
Fund 201 - CP							
EXPENSE							
Department 076 - CP							
Division 110 - Agency Management							
5100	Regular earnings	1,310,997.00	174,189.77	171,815.25	2,374.52	13.1%	168,677.28
5102	Paid leave earnings	.00	27,502.07	21,483.30	6,018.77	+++	26,631.73
5103	Premium	10,384.00	1,597.54	64.59	1,532.95	0.6%	.00
5109	Salaries reimbursement	.00	.00	.00	.00	+++	(509.96)
5110	Fringe benefits	455,735.00	70,113.08	72,442.49	(2,329.41)	15.9%	75,368.05
5198	Fringe benefits - Budget only	1,271.00	195.54	.00	195.54	0.0%	.00
Division 110 - Agency Mgt Totals		\$1,778,387.00	\$273,598.00	\$265,805.63	\$7,792.37	14.9%	\$270,167.10
Division 130 - Economic Support							
5100	Regular earnings	2,665,304.00	359,310.76	356,844.57	2,466.19	13.4%	341,537.92
5102	Paid leave earnings	.00	50,736.01	35,053.72	15,682.29	+++	48,226.42
5103	Premium	7,001.00	1,077.08	1,855.85	(778.77)	26.5%	462.66
5109	Salaries reimbursement	.00	.00	.00	.00	+++	(66.67)
5110	Fringe benefits	1,197,127.00	184,173.38	188,324.62	(4,151.24)	15.7%	182,793.51
5198	Fringe benefits - Budget only	(28,365.00)	(4,363.85)	.00	(4,363.85)	0.0%	.00
Division 130 - Econ Sup Totals		\$3,841,067.00	\$590,933.38	\$582,078.76	\$8,854.62	15.2%	\$572,953.85
Division 140 - Children Youth & Families							
5100	Regular earnings	5,894,784.00	789,810.93	833,139.33	(43,328.40)	14.1%	811,441.40
5102	Paid leave earnings	.00	117,078.92	86,738.28	30,340.64	+++	120,285.34
5103	Premium	32,732.00	5,035.69	15,540.05	(10,504.36)	47.5%	13,910.73
5109	Salaries reimbursement	.00	.00	.00	.00	+++	(3,971.56)
5110	Fringe benefits	2,115,821.00	325,510.92	345,872.22	(20,361.30)	16.3%	336,472.87
5198	Fringe benefits - Budget only	(21,949.00)	(3,376.77)	.00	(3,376.77)	0.0%	.00
Division 140 - Child & Fam Totals		\$8,021,388.00	\$1,234,059.69	\$1,281,289.88	(\$47,230.19)	16.0%	\$1,278,138.78
Division 160 - Long Term Services							
5100	Regular earnings	401,524.00	54,174.65	56,877.97	(2,703.32)	14.2%	54,883.34
5102	Paid leave earnings	.00	7,598.28	10,100.45	(2,502.17)	+++	7,697.67
5103	Premium	.00	.00	29.40	(29.40)	+++	20.06
5110	Fringe benefits	152,529.00	23,466.00	27,374.29	(3,908.29)	17.9%	27,767.84
5198	Fringe benefits - Budget only	(1,555.00)	(239.23)	.00	(239.23)	0.0%	.00
Division 160 - Adult & Fam Totals		\$552,498.00	\$84,999.69	\$94,382.11	(\$9,382.42)	17.1%	\$90,368.91
Division 170 - Adult Behavioral Health							
5100	Regular earnings	3,230,040.00	422,590.06	397,106.12	25,483.94	12.3%	402,798.41
5102	Paid leave earnings	.00	74,339.17	52,118.10	22,221.07	+++	70,857.56
5103	Premium	3,001.00	461.69	676.84	(215.15)	22.6%	422.46
5109	Salaries reimbursement	.00	.00	.00	.00	+++	(3,649.81)
5110	Fringe benefits	1,126,219.00	173,264.46	171,149.02	2,115.44	15.2%	164,500.79
5198	Fringe benefits - Budget only	(13,807.00)	(2,124.15)	.00	(2,124.15)	0.0%	.00
Division 170 - Behavioral Health Totals		\$4,345,453.00	\$668,531.23	\$621,050.08	\$47,481.15	14.3%	\$634,929.41
Department 076 - CP Totals		\$18,538,793.00	\$2,852,122.00	\$2,844,606.46	\$7,515.54	15.3%	\$2,846,558.05



Community Treatment Center Personnel Costs by Division

Fiscal Year to Date 02/25/17

For 4 pay periods of 26

Account	Account Description	2017 Budget	Prorated Budget	YTD Transactions	Variance Fav (Unfav)	% Used	Prior Year Prorated
Fund 630 - CTC							
EXPENSE							
Department 056 - CTC							
Division 001 - General							
5100	Regular earnings	.00	.00	225.60	(225.60)	+++	.00
5110	Fringe benefits	.00	.00	88.57	(88.57)	+++	.00
Division 001 - General Totals		\$0.00	\$0.00	\$314.17	(\$314.17)	+++	\$0.00
Division 050 - CBRF							
5100	Regular earnings	182,671.00	25,170.08	39,368.55	(14,198.47)	21.6%	29,506.87
5102	Paid leave earnings	.00	2,933.15	3,444.45	(511.30)	+++	3,438.53
5103	Premium	.00	.00	4,062.41	(4,062.41)	+++	2,501.19
5110	Fringe benefits	65,270.00	10,041.54	13,597.29	(3,555.75)	20.8%	14,982.85
5198	Fringe benefits - Budget only	842.00	129.54	.00	129.54	0.0%	.00
Division 050 - CBRF Totals		\$248,783.00	\$38,274.31	\$60,472.70	(\$22,198.39)	24.3%	\$50,429.44
Division 051 - Hospital							
5100	Regular earnings	1,648,809.00	227,854.00	249,291.67	(21,437.67)	15.1%	256,573.27
5102	Paid leave earnings	.00	25,808.93	23,177.55	2,631.38	+++	29,061.94
5103	Premium	41,039.00	6,313.69	15,637.04	(9,323.35)	38.1%	17,968.45
5109	Salaries reimbursement	.00	.00	.00	.00	+++	(1,956.90)
5110	Fringe benefits	601,493.00	92,537.38	89,378.50	3,158.88	14.9%	111,047.45
5198	Fringe benefits - Budget only	(12,731.00)	(1,958.62)	.00	(1,958.62)	0.0%	.00
Division 051 - Hospital Totals		\$2,278,610.00	\$350,555.38	\$377,484.76	(\$26,929.38)	16.6%	\$412,694.22
Division 052 - Nursing Home							
5100	Regular earnings	2,313,283.00	319,585.34	354,152.55	(34,567.21)	15.3%	350,897.57
5102	Paid leave earnings	.00	36,304.35	31,383.67	4,920.68	+++	39,861.36
5103	Premium	85,666.00	13,179.38	31,056.24	(17,876.86)	36.3%	28,929.08
5109	Salaries reimbursement	.00	.00	.00	.00	+++	(1,211.55)
5110	Fringe benefits	884,838.00	136,128.92	133,077.43	3,051.49	15.0%	167,287.39
5198	Fringe benefits - Budget only	666.00	102.46	.00	102.46	0.0%	.00
Division 052 - Nursing Home Totals		\$3,284,453.00	\$505,300.46	\$549,669.89	(\$44,369.43)	16.7%	\$585,763.85
Division 053 - Support Services							
5100	Regular earnings	942,253.00	129,207.86	118,502.30	10,705.56	12.6%	128,966.21
5102	Paid leave earnings	.00	15,754.14	16,234.02	(479.88)	+++	15,724.68
5103	Premium	15,098.00	2,322.77	5,496.08	(3,173.31)	36.4%	3,597.29
5109	Salaries reimbursement	.00	.00	.00	.00	+++	(449.79)
5110	Fringe benefits	322,717.00	49,648.77	43,082.86	6,565.91	13.4%	58,064.44
5198	Fringe benefits - Budget only	(196.00)	(30.15)	.00	(30.15)	0.0%	.00
Division 053 - Support Services Totals		\$1,279,872.00	\$196,903.38	\$183,315.26	\$13,588.12	14.3%	\$205,902.82
Division 100 - Administrative							
5100	Regular earnings	1,418,760.00	189,471.83	171,028.05	18,443.78	12.1%	168,439.59
5102	Paid leave earnings	.00	28,798.94	18,217.87	10,581.07	+++	25,602.13
5103	Premium	.00	.00	1,572.22	(1,572.22)	+++	962.11
5109	Salaries reimbursement	.00	.00	.00	.00	+++	(486.22)
5110	Fringe benefits	500,422.00	76,988.00	73,754.98	3,233.02	14.7%	84,865.44
5198	Fringe benefits - Budget only	2,820.00	433.85	.00	433.85	0.0%	.00
Division 100 - Administrative Totals		\$1,922,002.00	\$295,692.62	\$264,573.12	\$31,119.50	13.8%	\$279,383.05
Department 056 - CTC Totals		\$9,013,720.00	\$1,386,726.15	\$1,435,829.90	(\$49,103.75)	15.9%	\$1,534,173.38

CTC DOUBLE SHIFTS WORKED 2/14/2017 THRU 3/21/17

Employee Name	Classification	Date	shifts worked
Allen, Tarrah	CNA		2/25, 3/11 AM, PM
Begalke, John	CNA	2/18,19,25,26,3/11,12,18,19	PM, NOC
Chang, Chue	CNA		3/19 PM, NOC
Deprey, Jenny	CNA		3/19 PM, NOC
Furst, Brian	CNA		2/25, 27 NOC, AM
Hanson, Ian	CNA		2/25 PM, NOC
Hawk, Nicole	LPN		2/25, 3/11 AM, PM
Joachim, Bob	CNA		2/17 AM, PM
Harrill, Linda	CNA		2/26 AM, PM
Kazaluckas, Kevin	CNA		2/17,25,26 AM, PM
Morrison, Brook	RN		2/20 AM, PM
Radeva, GiGi	CNA		2/25, 26 AM, PM
Sacotte, Chris	RN		2/25, 3/2 PM, NOC
Spencer, Brenda	LPN		26/26, 3/4 AM, PM

**BROWN COUNTY COMMUNITY TREATMENT CENTER
FEBRUARY 2017 BAY HAVEN STATISTICS**

ADMISSIONS	February	YTD 2017	YTD 2016
Voluntary - Mental Illness	28	58	30
Voluntary - Alcohol	0	0	0
Voluntary - AODA/Drug	0	0	0
Protective Placement	1	1	1
Commitment - Alcohol	0	0	0
Commitment - Drug	0	0	0
Court-Ordered Evaluation	0	0	0
Emergency Commitment- Alcohol	0	0	0
Emergency Detention - Drug	0	0	0
Emergency Detention - Mental Illness	0	0	0
Court Order Prelim. - Mental Illness	0	0	0
Court Order Prelim. - Alcohol	0	0	0
Court Order for Final Hearing	0	0	0
Commitment - Mental Illness	0	0	0
Return from Conditional Release	0	0	0
Court Order Prelim. - Drug	0	0	0
Other	0	1	0
TOTAL	29	60	31

ADMISSIONS BY UNITS			
Bay Haven	29	60	30
TOTAL	29	60	30

ADMISSIONS BY COUNTY			
Brown	25	52	25
Door	0	1	2
Kewaunee	0	0	0
Oconto	0	1	0
Marinette	0	0	0
Shawano	1	1	2
Waupaca	0	1	0
Menominee	0	0	0
Outagamie	1	1	0
Manitowoc	0	0	0
Winnebago	0	0	0
Other	2	3	1
TOTAL	29	60	30

READMIT WITHIN 30 DAYS			
	3	3	1
TOTAL	3	3	1

AVERAGE DAILY CENSUS	February	YTD 2017	YTD 2016
Bay Haven	6.9	6.5	2.8
TOTAL	6.9	6.5	2.8

INPATIENT SERVICE DAYS			
Bay Haven	194	381	166
TOTAL	194	381	166

BED OCCUPANCY			
Bay Haven	46%	43%	18%
TOTAL (15 Beds)	46%	43%	18%

DISCHARGES			
Bay Haven	26	54	28
TOTAL	26	54	28

DISCHARGE DAYS			
Bay Haven	130	263	124
TOTAL	130	263	124

AVERAGE LENGTH OF STAY			
Bay Haven	5	5	4
TOTAL	5	5	4

AVERAGE LENGTH OF STAY BY COUNTY			
Brown	5	6	5
Door	0	2	6
Kewaunee	1	1	0
Oconto	0	1	0
Marinette	0	0	0
Shawano	4	2	4
Waupaca	0	2	0
Menominee	0	0	0
Outagamie	3	2	0
Manitowoc	0	0	0
Winnebago	0	0	0
Other	4	5	1
TOTAL	5	5	5

In/Outs	Current	YTD 2017	2016
	4	8	2

**BROWN COUNTY COMMUNITY TREATMENT CENTER
FEBRUARY 2017 NICOLET PSYCHIATRIC CENTER STATISTICS**

ADMISSIONS	February	YTD 2017	YTD 2016
Voluntary - Mental Illness	5	15	34
Voluntary - Alcohol	0	0	0
Voluntary - AODA/Drug	1	1	0
Police Protective Custody - Alcohol	0	0	0
Commitment - Alcohol	0	0	0
Commitment - Drug	0	0	0
Court-Ordered Evaluation	0	0	0
Emergency Commitment- Alcohol	0	0	0
Emergency Detention - Drug	0	0	0
Emergency Detention - Mental Illness	56	109	108
Court Order Prelim. - Mental Illness	0	0	0
Court Order Prelim. - Alcohol	0	0	0
Court Order for Final Hearing	2	2	4
Commitment - Mental Illness	0	0	0
Return from Conditional Release	3	11	9
Court Order Prelim. - Drug	0	0	0
Other	0	0	0
TOTAL	67	138	155

ADMISSIONS BY UNITS	February	YTD 2017	YTD 2016
Nicolet	67	138	155
TOTAL	67	138	155

ADMISSIONS BY COUNTY	February	YTD 2017	YTD 2016
Brown	55	105	117
Door	0	1	4
Kewaunee	0	2	4
Oconto	0	3	7
Marinette	0	0	2
Shawano	1	3	1
Waupaca	1	1	2
Menominee	1	1	3
Outagamie	2	6	2
Manitowoc	2	5	6
Winnebago	0	1	1
Other	5	10	6
TOTAL	67	138	155

READMIT WITHIN 30 DAYS	February	YTD 2017	YTD 2016
Nicolet	6	15	18
TOTAL	6	15	18

AVERAGE DAILY CENSUS	February	YTD 2017	YTD 2016
Nicolet	12.1	11.4	10.9
TOTAL	12.1	11.4	10.9

INPATIENT SERVICE DAYS	February	YTD 2017	YTD 2016
Nicolet	340	672	655
TOTAL	340	672	655

BED OCCUPANCY	February	YTD 2017	YTD 2016
Nicolet (16 beds)	76%	71%	68%
TOTAL (16 Beds)	76%	71%	68%

DISCHARGES	February	YTD 2017	YTD 2016
Nicolet	65	138	151
TOTAL	65	138	151

DISCHARGE DAYS	February	YTD 2017	YTD 2016
Nicolet	300	677	624
TOTAL	300	677	624

AVERAGE LENGTH OF STAY	February	YTD 2017	YTD 2016
Nicolet	5	5	4
TOTAL	5	5	4

AVERAGE LENGTH OF STAY BY COUNTY	February	YTD 2017	YTD 2016
Brown	5	5	5
Door	0	1	6
Kewaunee	0	2	3
Oconto	0	2	4
Marinette	0	0	8
Shawano	5	7	8
Waupaca	1	1	4
Menominee	5	3	4
Outagamie	4	5	4
Manitowoc	3	5	5
Winnebago	0	1	2
Other	5	5	5
TOTAL	5	5	4

In/Outs	Current	YTD 2017	2016
	0	0	8

8b

Brown County Human Services

Report of Child Abuse/Neglect or Service Request by Month

Month	2015	2016	2017	% Change from 2016 to 2017
January	415	435	466	6.65%
February	432	463		
March	460	466		
April	455	452		
May	422	465		
June	330	348		
July	312	301		
August	282	312		
September	420	497		
October	440	430		
November	426	435		
December	415	407		
Total	4809	5011		

Reports Investigated/Services Offered by Month

Month	2015	2016	2017	% Change from 2016 to 2017
January	146	116	151	23.18%
February	141	141		
March	161	124		
April	144	138		
May	147	135		
June	143	99		
July	113	101		
August	113	88		
September	150	126		
October	141	101		
November	100	119		
December	121	129		
Total	1620	1417		

**Brown County Human Services
New Non-Continuous/Non-Contracted and Contracted Providers
March 21, 2017**

REQUEST FOR NON-CONTINUOUS/NON-CONTRACTED PROVIDER			
PROVIDER	SERVICE DESCRIPTION	NOT-TO-EXCEED AMOUNT	DATE
Individual	Ongoing respite for a family member	\$10,000	2/14/17
Goelz Group LLC	Landlord for first month's rent and security deposit for grandma to take in grandkids	\$10,000	3/6/17
Individual	Ongoing respite	\$10,000	3/6/17
Alternatives in Psychological Consultation	Parent support services for CPS parent	\$10,000	3/7/17

REQUEST FOR NEW PROVIDER CONTRACT				
PROVIDER	SERVICE DESCRIPTION	TARGET CLIENTS	NOT-TO-EXCEED CONTRACT AMOUNT	DATE
Affinity Medical Group	Inpatient detox services	MH/AODA	\$50,000	2/23/17
Vandehey Receiving Home	Receiving home for emergency placements	Children	N/A	2/24/17

**HUMAN SERVICES
2017 PROVIDER CONTRACT LIST - 3/21/2017**

Agency	Service(s) Description	Target Client	Program Unit(s)	Contract Sent	Contract Returned	Original Not-to-Exceed Amount
Acceptational Minds LLC	Living skills for autistic and/or behaviorally-challenged children and their families	Children	CLTS	11/29/2016	12/20/16	\$125,000
Adams L AFH	3-4 bed traditional adult family home	MH/AODA	Behavioral Health	11/28/16	12/29/16	\$124,000
Advocates for Healthy Transitional Living LLC	Treatment foster care placing agency and respite care	High behavioral needs children	CABHU, CPS, CLTS	11/29/16	12/28/16	\$275,000
Advocates Extension LLC	Counseling, daily living skills, summer programming, respite care, CCS services	High behavioral needs children	CABHU, CPS, JJ, CLTS	11/29/16	12/27/16	\$665,000
Affinity Health (St. Elizabeth Hospital) (Affinity Medical Group)	Inpatient detox services	MH/AODA	Behavioral Health	2/17/17		\$80,000
American Foundation of Counseling	Treatment foster care placing agency	Children	CPS	11/29/16	12/5/16	\$200,000
Anderson, Campell Educational Teaching (ACE)	Daily living skills training	Children	CLTS	11/29/16	12/19/16	\$24,000
Angels on Arcadian	CBRF (assisted living)	DD, PD	C-COP	11/28/16	12/21/16	\$75,000
Anna's Healthcare (formerly County Living)	CBRF (assisted living)	MH/AODA	Behavioral Health, C-COP	11/29/16	1/9/17	\$180,000
ASPIRO Inc.	Birth to 3 services, respite, prevocational training, adult day programming	DD youth/children	C-COP, CLTS, BT3	11/29/16	12/19/16	\$660,000
Bellin Health Occupational Health Solutions	Drug screenings	Adult parents	CPS	12/1/16	12/29/16	\$20,000
Bellin Psychiatric Center	Inpatient psychiatric and detox services	MH/AODA	Behavioral Health	12/1/16	12/19/16	\$400,000
Better Days Mentoring	Youth mentoring services, daily living skills	Youth	JJ	11/29/16	12/28/16	\$40,000
Boll Adult Care Concepts	Corporate adult family home (assisted living) with CCS services for high needs behavioral health	MH/AODA	Behavioral Health, C-COP	11/28/16	12/5/16	\$825,000
Brotoloc Health Care System	CBRF and corporate adult family homes (assisted living)	PD with MH issues	C-COP	11/28/16	12/20/16	\$558,000
Care for All Ages (CFAA)	CBRF (assisted living), child day care	Children	CPS	11/28/16	12/29/16	\$40,000
Catholic Charities of the Diocese of GB	Teen Parenting program, fiscal agent services	Teens	CPS	12/1/16	12/5/16	\$149,406
Centerpiece LLC	Autism services	Children	CLTS	12/12/16	12/15/16	\$6,000
Cerebral Palsy Inc.	Respite and daily living skills	DD youth/children	CLTS, C-COP, BT3	12/15/16	1/4/17	\$65,000
Childrens Service Society	Treatment foster care placing agency	Children	CLTS	11/29/16	12/19/16	\$20,000
Chileda Institute	Children high-needs residential care center	Children	CPS, CABHU	12/1/16	1/5/17	\$175,000
Clarity Care Inc.	CBRF (assisted living), home health care	PD with MH issues	C-COP	11/28/16	1/9/17	\$53,000
Communication Pathways LLC	Autism services	Children	CLTS, C-COP	11/29/16	12/5/16	\$40,000
Compass Development	CBRF (assisted living)	PD with MH issues	C-COP	11/28/16	12/20/16	\$50,000
Curative Connections (formerly NEW Curative)	Supportive home care, specialized transportation, prevocational training, daily living skills, CCS services	MH/AODA	JJ, CPS, CLTS, C-COP	11/29/16	12/20/16	\$250,000
Curo Care LLC	Corporate adult family homes (assisted living)	PD with MH issues	C-COP	11/28/16	12/5/16	\$200,000
Darnell Receiving Home	Receiving home for emergency placements	Children	CPS	11/29/16	12/22/16	N/A
Deer Path Assisted Living Inc.	CBRF, corporate adult family homes (assisted living)	MH/AODA	Behavioral Health, C-COP	11/28/16	12/5/16	\$315,500

802

HUMAN SERVICES
2017 PROVIDER CONTRACT LIST - 3/21/2017

Agency	Service(s) Description	Target Client	Program Unit(s)	Contract Sent	Contract Returned	Original Not-to-Exceed Amount
Dodge County (DBA Clearview Behavioral Health)	Brain injury rehabilitation center	Adults w/traumatic brain injury	Behavioral Health	12/1/16	12/19/16	\$285,000
Dynamic Family Solutions	Family counseling/treatment programs	Families of juvenile delinquent	JJ	11/29/16	1/12/17	\$285,000
Eddins AFH	1-2 bed traditional adult family home	MH	Behavioral Health	3/16/17 to Molly		\$21,700
Elsner AFH	1-2 bed traditional adult family home	MH	Behavioral Health	12/1/16- Molly	1/9/17	\$16,500
Encompass Child Care	Child day care	Children	CPS	12/6/16	12/15/16	
Engberg AFH	1-2 bed traditional adult family home	PD with MH issues	C-COP	11/29/16- mailed	12/13/16	\$16,500
Exceptional Equestrians	Hippotherapy and therapeutic riding to clients with special needs	Children with disabilities	CLTS, C-COP	11/29/16	12/5/16	\$20,000
Expressive Therapies LLC	Music therapy for children	Children	CLTS	to Molly	2/23/17	\$25,000
Family Care Specialists, Inc.	Treatment foster care placing agency	Children	CPS/JJ	11/29/16	12/27/16	\$50,000
Family Services of Northeast Wisconsin Inc.	CBRF (assisted living), CRISIS Center services, counseling, CCS services	MH/AODA, children	Behavioral Health, CABHU, APS, CPS, C-COP	12/5/16	12/19/16	\$2,750,000
Family Training Program	Parenting/family skills training	CSP parents, parents of juvenile delinquent	JJ, CSP	12/1/16	12/19/16	\$260,000
Golden House	Domestic abuse services	Adults in need	APS	12/1/16	12/13/16	\$63,086
Gonzalez AFH	3-4 bed traditional adult family home	PD with MH issues	C-COP	11/28/16	1/3/17	\$50,300
Goodwill Industries	Prevocational services	PD with MH issues	C-COP	12/1/16	12/5/16	\$2,500
Green Bay Transit Commission - NO CONTRACT	Bus passes for transportation to/from school, meetings with parents, etc.	CPS case children and adults	CPS			
Greenfield Rehabilitation Agency, Inc.	Birth to 3 services	DD children	BT3	11/29/16	1/5/17	\$200,000
Helping Hands Caregivers	Supportive home care	PD with MH issues	C-COP	12/1/16	12/20/16	\$8,000
Home Instead Senior Care	Supportive home care	PD with MH issues	C-COP	12/1/16	1/3/17	\$10,000
Homes for Independent Living	CBRF (assisted living)	MH	Behavioral Health	11/28/16	12/8/16	\$260,000
Improved Living Services	Corporate adult family homes (assisted living), CCS services	MH	Behavioral Health	11/28/16	12/27/16	\$250,000
Infinity Care Inc.	CBRF (assisted living), home health care	PD with MH issues	C-COP	11/28/16	12/12/16	\$400,000
Innovative Services	Corporate adult family home (assisted living), CCS services, daily living skills, supportive home care	High-needs MH	Behavioral Health, CABHU, JJ, CPS, C-COP	11/29/16	12/8/16	\$1,600,000
Jackie Nitschke Center Inc.	AODA residential and intensive outpatient services	AODA adults and youth	Behavioral Health, CABHU	12/15/16	12/27/16	\$100,000

**HUMAN SERVICES
2017 PROVIDER CONTRACT LIST - 3/21/2017**

Agency	Service(s) Description	Target Client	Program Unit(s)	Contract Sent	Contract Returned	Original Not-to-Exceed Amount
KCC Fiscal Agent Services	Payor of client-hired personal care workers	Children with long-term care needs	CLTS	12/13/16	1/3/17	
Kimbrough AFH	1-2 bed traditional adult family home	MH	Behavioral Health	3/20/17 to Molly		\$21,700
Klarkowski, Julie AFH	1-2 bed traditional adult family home	MH	Behavioral Health	11/28/16	12/5/16	\$15,000
Krueger Receiving Home - TERMED AS OF 2/28/17	Receiving home for emergency placements	Children	CPS	11/29/16	12/21/16	N/A
Lac Du Flambeau Lake Superior Chippewa Indians	Gookomis Endaad AODA residential treatment	Native American AODA	Behavioral Health	12/1/16	Out ill - will get back by 12/29	\$25,000
Lad Lake	Youth high-needs residential care center	Youth ages 9-21	JJ, CPS	12/1/16	12/13/16	\$40,000
Lamers Bus Lines Inc.	Specialized transportation	DD youth transitioning to adults	CLTS	11/29/16	12/15/16	\$10,000
Lutheran Social Services	CBRF (assisted living) with CCS services	MH/AODA	Behavioral Health	11/28/16	1/16/17	\$825,000
Macht Village Programs Inc. (MVP)	Respite care, counseling, daily living skills, CCS services, treatment foster care child placement	High behavioral needs children	CABHU, CPS, JJ, CLTS	11/29/16	1/3/17	\$800,000
Marco Services Inc.	AODA residential services	AODA adults	Behavioral Health	12/15/16	1/12/17	\$100,000
Matthews Senior Living	CBRF (assisted living)	PD with MH issues	Behavioral Health, C-COP	11/28/16	12/27/16	\$100,000
McCormick Memorial Home	CBRF (assisted living)	MH/AODA	Behavioral Health	11/28/16	12/22/16	\$60,000
Mooring Programs Inc.	AODA residential services	AODA adults	Behavioral Health	12/15/16	1/5/17	\$100,000
My Brother's Keeper	Male Mentoring Program	Juvenile males	JJ	12/1/16	12/5/16	\$15,000
Mystic Meadows LLC	Corporate AFH (assisted living)	MH/AODA	Behavioral Health, C-COP	11/28/16	12/5/16	\$200,000
NEW Community Shelter Inc.	Homeless sheltering services	MH	Behavioral Health	12/1/16	12/28/16	\$40,000
Northwest Passage	Children high-needs residential care center	Children	CPS, CABHU	12/1/16	12/22/16	\$125,000
Nova Counseling Services Inc.	AODA residential services	AODA adults	Behavioral Health	12/15/16	12/19/16	\$100,000
Nurses PRN Home Care	Skilled Nursing Services	Children	CPS/CLTS	2/23/17	2/28/17	\$45,000
Options for Independent Living Inc.	CCS services, home modification assessments	MH/AODA	Behavioral Health, CLTS	11/29/16	12/15/16	\$10,000
Options Lab Inc.	Drug screenings	AODA, CPS parents	Behavioral Health, CABHU, JJ, CP	12/1/16	12/20/16	\$45,000

HUMAN SERVICES

2017 PROVIDER CONTRACT LIST - 3/21/2017

Agency	Service(s) Description	Target Client	Program Unit(s)	Contract Sent	Contract Returned	Original Not-to-Exceed Amount
Options Treatment Program	AODA treatment, CCS services	AODA	Behavioral Health, CABHU, JJ	11/29/16	12/27/16	\$45,000
Paragon Industries	Daily respite care	Children with long-term care needs	CLTS	11/29/16	12/19/16	\$125,000
Parmentier AFH	3-4 bed traditional adult family home	MH	Behavioral Health, C-COP	11/28/16	12/1/16	\$45,000
Pathways Treatment	AODA residential treatment	AODA	Behavioral Health	3/7/17 emailed	3/14/17	\$30,000
Pillar and Vine, Inc.	Treatment foster care placing agency	Children	CPS/JJ	12/6/16	12/20/16	
Pnuma Health Care	CBRF (assisted living)	PD with MH issues	Behavioral Health, C-COP	11/28/16	12/19/16	\$150,000
Productive Living Systems	Corporate adult family homes, CBRF (assisted living), supportive apartment program	MH/AODA	Behavioral Health, C-COP	11/28/16	1/9/17	\$325,000
Psychological Consultants of Green Bay	Psychological assessments to determine competency	Elderly, DD	APS	12/1/16-mailed	12/19/16	\$35,000
Ravenwood Behavioral Health	Nursing home for high-needs MH clients	High-needs MH	Behavioral Health	12/1/16	1/23/17	\$100,000
REM Wisconsin	Corporate adult family home, CBRF (assisted living)	MH, PD with MH issues	Behavioral Health, C-COP	11/28/16	12/5/16	\$285,500
Slaght AFH	3-4 bed traditional adult family home	MH	Behavioral Health	11/28/16	12/28/16	\$50,000
Social Thinkers	Social learning groups for children with social communication challenges	Children	CLTS	12/6/16	12/27/16	\$25,000
Spectrum Behavioral Health	CCS services	Children	CLTS	11/29/16	1/3/17	\$50,000
St. Vincent Hospital	Birth to 3 services, home delivered meals	DD children, PD with MH issues	C-COP, BT3	11/29/16	12/27/16	\$200,000
Talbot AFH	1-2 bed traditional adult family home	MH	Behavioral Health	11/28/16	12/22/16	\$40,000
Tomorrow's Children Inc.	Children high-needs residential care center	High behavioral needs children	CABHU	12/1/16	12/27/16	\$100,000
Trempealeau County Health Care	County-run adult family homes, CBRF (assisted living), and institute for mental disease	Very high-needs MH	Behavioral Health	12/1/16	12/7/16	\$1,800,000
United Translators	Interpreter/translation services	Non-english speaking	All	12/1/16	12/15/16	\$20,000
Vande Hey Receiving Home	Receiving home for emergency placements	Children	CPS	to Molly 2/28/17		N/A
VanLanen Receiving Home	Receiving home for emergency placements	Children	CPS	11/29/16	12/20/16	N/A
Villa Hope	CBRF (assisted living), supportive apartment program	MH/AODA	Behavioral Health	12/1/16	12/5/16	\$1,700,000

82

HUMAN SERVICES
2017 PROVIDER CONTRACT LIST - 3/21/2017

Agency	Service(s) Description	Target Client	Program Unit(s)	Contract Sent	Contract Returned	Original Not-to-Exceed Amount
Willow Creek Behavioral Health (SBH)	Inpatient psychiatric and detox services	MH/AODA	Behavioral Health	to Molly 1/26/17	2/2/17	\$200,000
Wisconsin Family Ties	Family support and advocacy services	Parents of MH/juvenile delinquent	CABHU, JJ	12/1/16	12/22/16	\$26,000
Wisconsin Lock and Load LLC	Provides secure transportation to/from GB to other state facilities	MH, JJ	Behavioral Health, JJ, Drug Court	12/1/16	12/13/16	\$35,000
TOTAL						\$20,351,692

82

April 19, 2017

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION IN SUPPORT OF RETAINING AND EXPANDING WISCONSIN'S
AGING AND DISABILITY RESOURCE CENTERS' DEMENTIA CARE SPECIALIST
PROGRAM AND PROMOTING THE WORK OF THE DEMENTIA FRIENDLY
COALITION IN BROWN COUNTY**

WHEREAS, in Wisconsin, it is estimated that 115,000 individuals age 65 and older are living with some form of clinically diagnosable dementia, and by 2040 that population is expected to grow to 240,000; and

WHEREAS, in Brown County, it is estimated that 14,452 individuals are living with some form of clinically diagnosable dementia, and the care and treatment of persons with dementia is now being described as a public health emergency; and

WHEREAS, 90% of people with dementia live in their home and 22% live alone; a diagnosis of dementia doesn't mean a person has lost their dignity or their ability to remain in their home and part of the community; and

WHEREAS, Brown County has made a significant commitment to persons with dementia through the critical work of the Aging and Disability Research Center's (ADRC's) Dementia Care Specialist (DCS), and through the work of the Dementia Friendly Coalition, which includes the Purple Angel Program (Business Training Program), Down Syndrome and Dementia Committee and Memory Cafés; and

WHEREAS, the DCS and Dementia Friendly Coalition strive to improve the quality of life for all those affected, including people suffering from memory loss and their caregivers, while maintaining them in the community where they want to live and cost savings to taxpayers are realized; and

WHEREAS, each day that an individual remains in the community, and outside of expensive publicly funded institutional care facilities, saves the taxpayers an estimated \$161 per day or \$58,925 annually, making the DCS program a wise and sound investment of public dollars; and

WHEREAS, ADRC of Brown County has experienced a steady growth in contacts by customers, caregivers and professionals (there were 38,579 contacts in 2016); and

WHEREAS, the Governor's proposed budget would eliminate funding for the DCS positions in 2017-2019, removing expertise and coalition support from the community.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Brown County Board of Supervisors respectfully requests that these critical programs and services be consistently available in Brown County and around the State of Wisconsin by having the state add Dementia Care Specialists funding to ADRC base allocations in the next proposed 2017-2019 biennial state budget.

Respectfully submitted,

HUMAN SERVICES COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by: Aging and Disability Resource Center of Brown County Board of Directors
Reviewed, Edited and Approved as to Form by Corporation Counsel

Fiscal Note: This Resolution does not require an appropriation from the General Fund.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LESST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSEN	18				
KNEISZEL	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
BLOM	23				
SCHADEWALD	24				
LUND	25				
BECKER	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____



"Building a community that values, empowers and supports seniors, adults with disabilities and their caregivers"

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: March 14th, 2017
REQUEST TO: Human Services Committee
MEETING DATE: March 29th, 2017
REQUEST FROM: Devon Christianson
Director, ADRC of Brown County

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Brown County's Commitment to a Dementia Friendly Community

ISSUE/BACKGROUND INFORMATION:

A resolution to support and promote a "Dementia Friendly Brown County". This resolution supports activities and programs that create a stigma free and positive community for those living with dementia. In particular, Brown County supports the work of the ADRC and the Dementia Friendly Coalition including the Dementia Care Specialist Program, Purple Angel Program, Memory Cafes, and Down Syndrome and Dementia.

ACTION REQUESTED:

Requested by the ADRC to the Human Service Committee

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
 - a. If yes, what is the amount of the impact? \$ _____
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☒ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**



Brown County's Dementia Care Specialist Program *A Wise Investment: Crucial to Containing Costs*



Ensure critical programs and services are consistently available by adding Dementia Care Specialist (DCS) funding to ADRC's base allocation. Expand DCS services statewide over the next proposed 2017-2019 biennial budget.

Dementia is life changing and expensive - Every 66 seconds someone in the US develops Alzheimer's disease. It not only changes their life and the lives of those around them but substantially ***adds to the cost of health and long term care, especially public funding.*** This trend is not slowing down anytime soon.

Dementia in Wisconsin is on the rise - In Wisconsin we estimate 115,000 individuals 65 and older are living with some form of clinically diagnosable dementia. By 2040, the population is expected to grow to 240,000. This does not account for the estimated 5% of individuals younger than 65. *In Brown County we estimate 14,452 individuals are living with some form of clinically diagnosable dementia.* The care and treatment of persons with dementia is now being described as ***a public health emergency.***

Dementia Care Specialist save taxpayers money - The Dementia Care Specialists (DCS), housed within Aging and Disability Resource Centers (ADRC) help persons with dementia stay in the community. They provide specialized education to ADRC staff, providers and families, in-home consultation, volunteer development, and community coalition building. The purpose of the program is to impact the lives of the individuals and families living with dementia as well as improve the sustainability of our long term care system by reducing or eliminating their need for public funding. ***Each day that an individual remains in the community outside of expensive institutional care saves the taxpayers \$161 per day or \$58,925 annually. (Elderly Benefit Specialist Fiscal Impact calculation).*** The DCS program is a wise and sound investment of public dollars.

Wisconsin Communities and Citizens Benefit from an Investment in Dementia Care Specialists

Statewide financial investment in Dementia Care Specialists has been low cost, with tremendous reach into local communities. Statewide, the total investment has been \$1,280,000 GPR covering 26 counties with 16 positions. Each ADRC is awarded \$80,000 primarily for costs related to these highly valued positions. This is a contained cost that would only grow with expansion to additional counties. Program funding is scheduled to end December 31, 2017. The current 2017-2019 State Budget does not fund the current 16 positions. We ask consideration for cost to continue the valuable services currently funded, and propose a schedule for expansion. Each position draws down additional critical federal dollars with their activities. These positions generate additional federal revenue that contributes to other important ADRC services. Statewide, its estimated \$827,520 federal dollars will be lost that are working in our communities. If the Wisconsin legislature does not act Wisconsin communities will lose access to DCS's valuable expertise and the Federal Revenue that comes with it. ***Brown County will lose \$131,720.***

- ***Budget Year 2018 January 1, 2018 - June 30, 2018: \$760,000:*** Cost to continue 16 existing positions covering 54% of the States older adult population in 26 counties.
- ***Budget Year 2019: July 1, 2018 - June 30, 2019: \$2,560,000:*** Cost to continue plus expansion statewide.
- ***Total Request for 2017-2019 Biennial Budget: \$3,320,000 (Does not include any funding needed for state program administration.)***

ADRC's Can't Continue DCS Programs Without this Funding

ADRCs are already struggling to keep up with the volume. They need to be a generalist to serve their customers diverse needs. In Wisconsin, there has been a steady increase in the workload as well. The 2014 Wisconsin ADRC status report states an ADRC is contacted every 13 seconds for information, guidance and support. *Brown County has experienced this steady growth: 2014 Contact Volume: 31,034 2015 Contact Volume: 38,313 2016 Est: Contact Volume: 41,000. The word is out. Families and professionals are calling for and receiving the additional services the DCS Program provides.*

Dementia Care Specialists (DCS) are highly trained professionals who have the time to stay current on new treatments and clinical trials that are occurring around dementia diagnosis and treatments.

- DCS provide valuable case consultation, including crisis planning and prevention. DCS spend time educating individuals and families about the disease and discuss person-centered plans to improve outcomes related to changes in communication, behavior, and symptoms. All of these activities lie beyond the scope and resources of ADRC staff's role.
- DCS provide expertise that is shared widely. The momentum to create a Dementia Friendly Wisconsin will be stalled if concentrated outreach, training and facilitation of community projects discontinue without the DCS position. These efforts can't be absorbed.
They provide:
 - Training for, law enforcement, fire and rescue, and hospitals so they are prepared to meet the needs of the people they serve.
 - Leadership in the dementia friendly community initiatives that include businesses, employers, and other local organizations to help raise awareness of the unique needs of people with dementia and their families. Without this dedicated position the ADRC would not be able to continue to lead the Coalition initiatives. It has been demonstrated that a dedicated person leading a local community initiative greatly improves success.
 - In person, interactive education. It has been the ADRCs experience that individuals respond well to in person, interactive education where an experienced, skilled professional is present to answer questions.
- DCS support the professional development of other ADRC staff.
 - Assure staff is trained in consistent reliable memory screening including the cognition portion of the long term care functional screen.
 - Assure fidelity, reliability and consistency of staff administration of memory screen completion.
- The DCS have strong partnerships with the Alzheimer's Association. They assure ADRCs collaborate, not duplicate services that are in high demand. The DCS's are present in the local communities, are able to meet 1:1 in persons homes and respond to the referrals from the Alzheimer's Association in local communities. ADRC's are the only community resource that provides memory screening.

- DCS provide evidence-based interventions.

Dementia Care Specialists

The DCS provide opportunities for individuals and family caregivers to participate in evidence-based interventions.

- **The Memory Care Connections** program provides family caregivers with the tools to be successful in providing care for their loved ones. The program has been shown to help families care for loved ones at home an average of 18 months longer than without the support of the program.
- **The LEEPS (Language Enriched Exercise Plus Socialization)** program provides opportunities for people in the early stages of Alzheimer's disease or mild dementia to engage in exercise and social opportunities. LEEPS has been shown to help individuals with dementia improve their physical fitness and mood as well as maintain functional ability.

Serving Individuals,
Families and the
Community



Care and Services Go Far Beyond Individuals

The Brown County Dementia Care Specialist position has made an impact in our community on multiple levels:

- **Public Speaking**
 - Increasing public awareness of dementia, the importance of early detection, and how to provide support to individuals living with dementia and their families.
 - Empowering the public to be part of a Dementia Friendly Community and reach out and support neighbors, friends, & family members living with dementia.
 - Reducing stigma to enable people with memory/cognition concerns to reach out for information and support and participate in memory screens in an effort to promote early detection.
- **Leadership and Coalition Building**
 - **Purple Angel Program** trains employees of local businesses to create welcoming environments for persons living with dementia and their care partners. Our community needs to not only be prepared to help individuals live and work with memory loss but also embrace their presence in the places we live, work and socialize.
 - **Memory Cafes** engage families, reduce isolation and stigma and will change the face of living with dementia right here in Brown County. Two were opened through a local Community Foundation Grant. We need to continue to open more cafes.
 - **First Responder Crisis Committee** focuses on training law enforcement and fire departments, distributes File of Life, and promotes safe and respectful responses to person with dementia in a crisis situation
 - **Down Syndrome Committee** is exploring our community's needs and responses to the significantly high rate of Alzheimer's disease in persons with Down syndrome. Challenging our systems to assess, respond and support these individuals is a new and critical area of need.
- **Personal Assessments and One-on-One Family Coaching and Advocacy**
 - Provide disease and symptom education, communication strategies, techniques on working with challenging situations and behavior, and how to live with a new diagnosis.
 - Facilitate family meetings, caregiver support, and service connection – with a goal of remaining in the home for as long as possible with the best quality of life for all. This goes far beyond what existing ADRC staff is able to provide due to the special knowledge and expertise required.
- **Professional Community Consultation, Training, and Expertise**
 - Provide consultation and training to aging and disability service professionals, law enforcement, adult protective services, Crisis Center, social services agencies, faith communities, business managers, financial sector professionals, care providers, or any other professional when they have questions regarding assisting a consumer who has dementia.

Lives Already Changed – Many More Can Be

Books and Websites are not enough

"My sister and I would like to thank you for the time you spent with us yesterday helping us to understand our Mother's dementia problems and the options that are available. We have been searching for months to find a single source of information on all the issues that bear on maintaining her and planning for her future. Innumerable books and websites just do not do it. There is absolutely no substitute from sitting face to face with someone who knows the issues, knows the problems, and can offer options and solutions. Thank you again. You are a lifeline to those of us facing these kinds of problems and issues."

Encouragement to seek help invaluable

*"Our heartfelt appreciation for the time you spent with **** yesterday. She is transformed, empowered, grounded – my sense is that this is something sustainable for her if she continues to seek support when needed and use the self-care supports she's been given. Your time is so precious, and given with a grace-filled heart. I want you to know that it was worth it. Thank you and many blessings be upon you."*

"You're a great encourager! You may never know how much I needed that this morning! I feel like you really understand me and what I'm going through and that I can keep living my life." – from a person living with dementia.

Staying home and out of the nursing home

*"If it wasn't for you, I would never have been able to keep ***** home with me. He would be in a nursing home already. Thank you so much. I can't thank you enough."*

Invaluable support to other community professionals

"During a home visit with a family, who has a member struggling with their Alzheimer's, I had a conversation which turned into a referral for the Dementia Care Specialist program. The Dementia Care Specialist, Nicolette Miller, met with the family for several hours answering each and everyone's questions. The family had reported to me that initially they were hesitant on the referral, not knowing what sort of assistance and information they would receive. After speaking with Nicolette, the family indicated to me that they feel more informed to their family member's disease. The information has taught them great techniques to work with the family member than to work against her. The family has reported that their overall stress has decreased since their home visit and they could not say enough about the program."

Memory screening: One of many valuable community partnerships

"Your memory screen program is showing impressive growth. I know the community truly values the service you are providing. Thank you for taking the time to remind all of us how a good partnership can work"

"Thank you for this great compliment as we truly value our relationship and are making great strides together! Your involvement and collaboration are instrumental in helping our families. We appreciate the stats update and all that you do!"

"In all my years in the dementia field, I have never seen this much action and momentum around dementia support, education, and initiatives."

Educating and engaging community organizations

"On behalf of the Green Bay Area Retired Men's Club, thank you for your presentation on dementia and information on the services available at the Aging and Disability Resource Center and throughout Brown County. I thought the presentation was very professional and well put together. Your speaking style and knowledge about dementia made for an great presentation. I hope that some of our members will volunteer to help where they can to assist those who are dealing with this terrible disease. Several members said they thought it was a very important issue and that they were glad that they learned more about Alzheimer's dementia."